

STATE LIBRARY AGENCIES (STLA) SURVEY SYSTEM, FY 1998 USER'S GUIDE, VERSION 1.4

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**National Center for Education Statistics (NCES)
Chief Officers of State Library Agencies (COSLA)
U.S. National Commission on Libraries and Information Science (NCLIS)**

**STATE LIBRARY AGENCIES (STLA) SURVEY SYSTEM
USER'S GUIDE, VERSION 1.4**

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1. Introduction to the State Library Agencies Survey

1.1 Survey Background

The State Library Agencies (STLA) Survey is the product of a cooperative effort between the Chief Officers of State Library Agencies (COSLA), the U.S. National Commission on Libraries and Information Science (NCLIS), and the National Center for Education Statistics (NCES), based on the recommendations of COSLA in April 1992, and the continuing guidance of the State Library Agencies Survey Steering Committee (Appendix A).

1.2 Purpose of Survey

The purpose of this survey is to provide STLAs, state and federal policy makers, researchers, and other interested users with information about STLAs, including their governance, public service hours, number of outlets, type and size of collections, service and development transactions, developmental services to libraries and library systems, direct services to the public, support of electronic information networks and other electronic services, allied operations, staffing patterns, income, and expenditures.

The survey collects data on STLA services to all types of libraries in the state and direct services to the public. The *public library* components of the STLA survey, when added to the data collected by the NCES Public Libraries Survey, will help complete the national picture of public library service. These data are not collected through the Public Libraries Survey, as the data reported on that survey reflect services and resources directly administered by local public libraries.

1.3 Congressional Authorization for Data Collection by NCES

NCES was established in the U.S. Department of Education in 1965. The State Library Agencies Survey is conducted in compliance with the Center's mission "to collect, analyze, and disseminate statistics and other information related to education in the United States...", P. L. 103-382, Title IV, National Education Statistics Act of 1994, Sec 404(a).

1.4 Survey Frequency and Data Collection

The STLA Survey is an annual survey of state library agencies in the 50 states and the District of Columbia. The first year of data collection was for state fiscal year 1994. The current survey, the fifth in the series, requests data for FY 1998. The U.S. Bureau of the Census is the data collection agent for the survey.

The data are collected using menu-driven survey software. The data entry screens resemble paper surveys (a survey facsimile appears at the end of the User's Guide). The survey is designed to minimize respondent burden. For example, the survey contains prior-year data for items that are

not expected to change annually. This includes most of Parts A to F and N of the survey, or about 40 percent of the survey items. When completing the survey, the respondent reviews the pre-entered data and updates any information that has changed. The survey has built-in edits that alert the respondent to questionable data during data entry and in an error/warning message report that can be viewed on screen or printed. This feature enables the respondent to submit an edited data file which requires little or no follow-up for data problems. The survey is transmitted by NCES and the states over the Internet or by mail. The installation and use of the survey software are explained in sections 2 and 4 of the User's Guide.

1.5 Data Products

NCES publishes an annual *E.D. TABS* report containing highlights of the data and tables with national and state totals of the data. NCES also releases the survey data file and data base documentation. Chief Officers and survey respondents receive complementary copies of the *E.D. TABS* publication and the data file immediately upon their release.

These products are also available on the Internet at the World Wide Web site <http://nces.ed.gov>. To access the E.D. TABS, data file, and/or data base documentation, select: **Publications**; **Publications by Subject**; **L** under the Subject Index; and **State Agencies** under **Libraries**.

To order a printed copy of the E.D. TABS, contact the Government Printing Office (GPO):

New Orders
Superintendent of Documents, GPO
P.O. Box 371954
Pittsburgh, PA 15250-7954
Telephone: (202) 512-1800
Fax: (202) 512-2250

To order the data file and documentation on diskette, contact the Government Printing Office (GPO):

Superintendent of Documents, GPO
Attn: Electronic Products
P.O. Box 37082
Washington, D.C. 20013-7082
Fax: (202) 512-1262
Telephone: (202) 512-1530

The E.D. TABS and the data file and data base documentation are also available on diskette from the National Education Data Resource Center (NEDRC). NEDRC will provide the E.D. TABS and the data file and data base documentation free of charge if the user supplies two DOS-formatted high density 3.5 inch diskettes and a self-addressed diskette mailer. NEDRC also responds to requests for tabulations and limited analysis of NCES data. Contact:

NEDRC
1900 N. Beauregard Street, Suite 200
Alexandria, VA 22311-1722
Fax: (703) 820-7465
Telephone: (703) 845-3151
Internet: nedrc@pcci.com

1.6 NCES Library Surveys

The library surveys conducted by NCES are the:

- State Library Agencies Survey;
- Public Libraries Survey, part of the Federal-State Cooperative System for Public Library Data (FSCS);
- Academic Libraries Survey, part of the Integrated Postsecondary Education Data System (IPEDS);
- School Library Media Centers Survey, part of the Schools and Staffing Survey (SASS);
- Federal Libraries and Information Centers Survey; and
- Library Cooperatives Survey

2. Getting Started

2.1 STLA Survey Package Contents

The STLA package consists of a cover letter, the user's guide, a State Librarian data certification form, two 3 ½-inch, high density diskettes (one containing the survey software, and the other for saving your final *FY98 STLA Transmission Files*), and a return envelope for mailing your data submission to the U.S. Bureau of the Census, the data collection agent for NCES. Please contact Eugene Cox or Patty Garner at Census immediately at (800) 451-6236 if you cannot use the 3 ½-inch diskettes.

2.2 Computer System Requirements

The STLA program should be installed to a computer hard or fixed disk. If you do not have an available hard disk, please consult your local technical support staff, or contact Elaine Kroe at NCES at (202) 219-1361.

The STLA software requires an IBM-compatible computer with a minimum of 640K RAM (random access memory), at least 530K conventional memory free, MS-DOS versions 2.0 or higher, and a hard or fixed disk with up to 2.5 MB (megabytes) free space. Any default printer connected to the computer may be used to print screens or error/warning reports.

2.3 User Requirements

This User's Guide has been written from the perspective of a person who has basic knowledge and experience with personal computers and DOS. The software is 'menu-driven', requiring the user to select from various options on the main menu and other software screens. Survey data are provided by the respondent via direct data entry from the keyboard.

2.4 Installation Procedures

Using the Internet to obtain STLA version 1.4 software

STLA version 1.4 software is available for downloading on the Internet, through either the Census Bureau's World Wide Web (WWW) site or FTP (File Transfer Protocol). *This is the preferred distribution method, and we encourage all states to access the survey this way.*

The Internet availability of the survey could prove useful to states that received a diskette version but encountered a problem with the diskette, or if any changes to the software are necessary after official release.

Using the WWW

Using a Web browser, point to <http://www.census.gov/govs/www/tools.html> and click on "State Library Agencies (STLA)". Be sure to read the *instructions* on how to download and install the software and data files for your state. These are summarized following the next section on **Using FTP**. The *announcements* will tell you the release date of the software, and provide information regarding recent modifications. If you need assistance using the WWW, either consult your system manager, call Eugene Cox at (800) 451-6236, or send e-mail to **stla@census.gov**.

Using FTP

If you have access to the FTP program/protocol, start the FTP program. If you need assistance using FTP, consult your system manager, call Eugene Cox at (800) 451-6236, or send e-mail to **stla@census.gov**. Once the "FTP" prompt appears, type the following command **exactly** as it appears. **Case sensitivity (capital letters vs small letters) is critical.**

```
FTP> open ftp.census.gov
```

Type the command above and press <return/enter>. This command will connect you to our Internet site. You should see the following message in response to your "open" command:

```
Connected ftp.census.gov
200 Gateway FTP server...
Name (ftp.census.gov: <user name>): anonymous
```

Type in "anonymous" as your user name. You will be prompted for a password.

Password: <**type in your e-mail address here**>Type in your e-mail address at the password prompt (e.g., jpublic@census.gov). A welcome message will appear next.

Transfer to the appropriate directory by entering the following command:

```
FTP> cd pub/govs/tools/stla
```

Then transfer the STLA software and your State's data to your site with the following command:

```
FTP> get <filename>
```

The files are named:

1. STLA.EXE (STLA Software)
2. STATE.EXE (Your State's filename)

The instructions and announcement files are also available at this location.

Now type "quit" to exit:

FTP> **quit**

2.4.1 Installing Software Obtained Over the Internet via WWW or FTP

The STLA software and data files are packaged as two self-extracting archives. You must first create a new directory (e.g. c:\stla) into which you will then download the two .EXE files. To do this, you can either use "File/Run" from the Windows Program Manager or File Manager; or you can double-click on the .EXE file names in the File Manager. When you run the two .EXE files, they will expand into all the components of the STLA system.

See section 4.1.9 for information about returning your final data files to the Census Bureau via FTP or e-mail.

2.4.2 Installing Software Mailed to You on Diskette

To install the STLA Survey System:

Turn your PC's power on. Insert the *FY98 STLA System Software Diskette Ver. 1.4* into drive A: or B:. To install the software from drive A:, for example, type the following command at the DOS prompt:

A:INSTALL

Press the **ENTER** key. An on-screen prompt will ask which hard disk drive you wish to use. To install to drive C:, for example: type C. The program files will be copied to a directory called SLA.

Network Installation

To install the STLA Survey program on a network, you must first install the files to a PC's hard disk drive. After installation has been completed to the hard drive, copy all the files from the SLA subdirectory to a network subdirectory. For example, the following command copies the files to network drive H:

COPY \SLA*.* H:\NETWORK\SLA

After typing the command, press the **ENTER** key.

2.5 Starting the STLA Survey System

Note: Be sure that you have a minimum of 530K conventional memory free before using the STLA software. If someone else was responsible for installing the software, ask that person what drive (e.g., drive C:) the software was installed on, and then follow the instructions below.

At the DOS prompt, change to drive C: (or the drive where the STLA software is installed) as follows: Type **C:** and press the **ENTER** key.

At DOS prompt C:>, change to the SLA directory: Type **CD\SLA** and press the **ENTER** key.

At C:\SLA>, type **SLAS** and press the **ENTER** key again. An opening screen that identifies the STLA Survey System should appear. If it does not, refer to *Appendix B: Software Troubleshooting*.

Running the STLA program under Microsoft Windows 3.1

The STLA program may also be run under the Microsoft Windows 3.1 operating system. From the Program Manager Menu Bar, select **File** and then **Run**. In the Run dialog box command line, type the following:

C:\SLA\SLAS.EXE

“C:” refers to the hard drive or network drive letter where the STLA Survey program has been installed. Use the mouse to click the **OK** button to run the program. Or from the Run dialog box, use the mouse to click the **Browse** button. A scroll list box will allow you to pick the drive, directory, and program. Once you have selected these items, choose the **OK** button to run the program.

If you will be running the STLA program often from Windows, you may wish to create a Program Icon for STLA. From the Program Manager Menu Bar, select **New**. Follow Windows On-Line Help to complete the New Item Properties dialogue box. The new icon should run as an MS-DOS, full-screen object.

If you experience screen lock-ups or other difficulties while trying to run the STLA program under Windows, make sure that you have a minimum of 530K conventional memory. If so, and you still experience problems, it is recommended that you exit the Windows operating system and run the program directly under DOS as explained above.

2.6 STLA User's Guide Conventions

To help users differentiate between pressing certain keys on the keyboard and actual data entry, the following printing conventions will be used in this guide.

ENTER Control, cursor, and function keys on the keyboard are represented using this

typeface. You should press the key as indicated on your keyboard. Press the **ENTER** key. For keys that have a symbol on the keyboard rather than a letter (the cursor direction control keys), these key names have been spelled out. For example: **UP ARROW** represents a press of the ↑ key.

Data Item Data items are indicated in this guide using a bold typeface. For example: **Item 007 - Mailing Address**.

Term Important terms are indicated in this guide using an italics typeface.

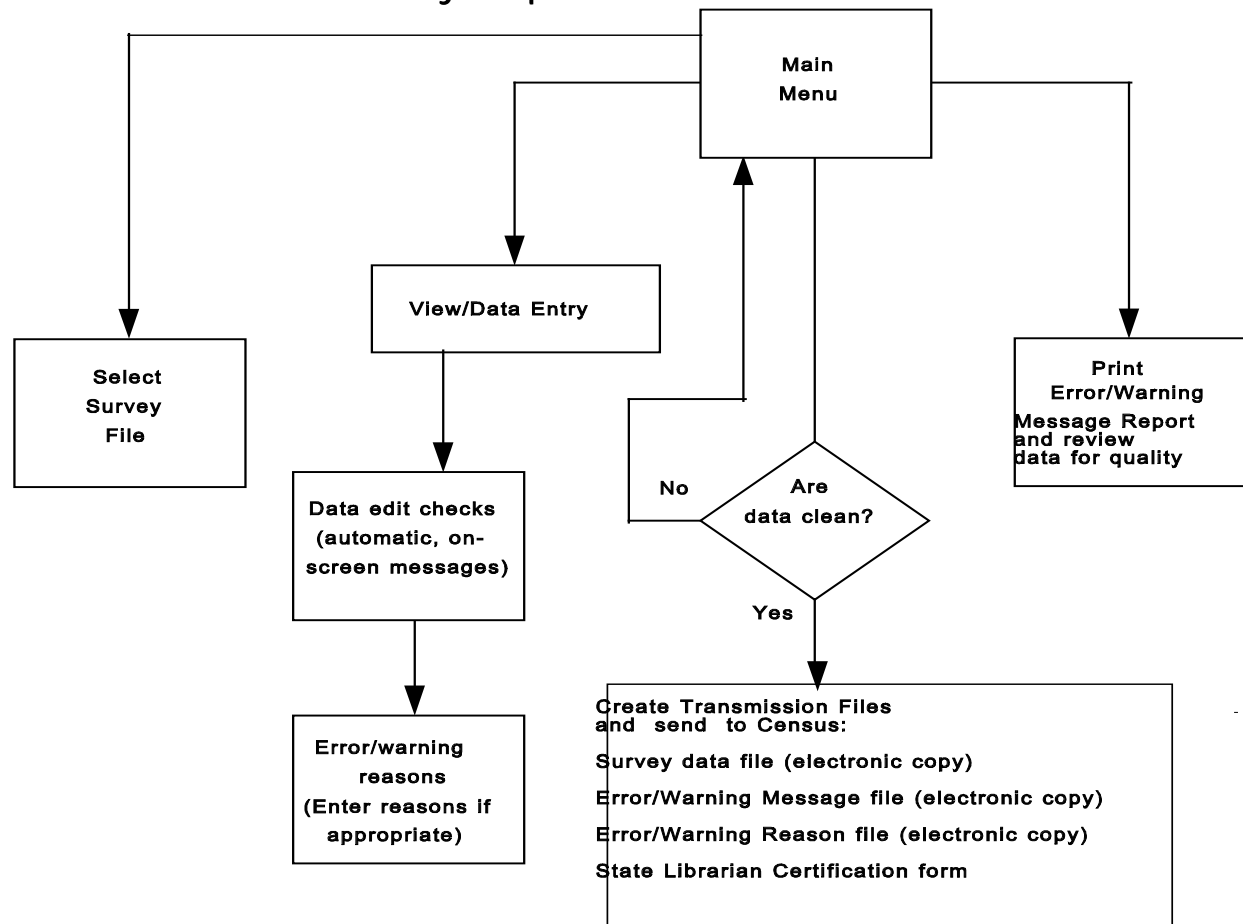
CD\SLA Regular keystrokes are indicated using this typeface. Type the indicated keystrokes exactly as they appear.

Special notes and reminders use an italics typeface set inside a box. For example:

Note: Don't run with scissors.

3. Overview of Survey Sequence

3.1 Flowchart of Survey Sequence



3.2 Steps for Completion of the Survey

Briefly, the survey respondent performs the following steps for completion of the survey:

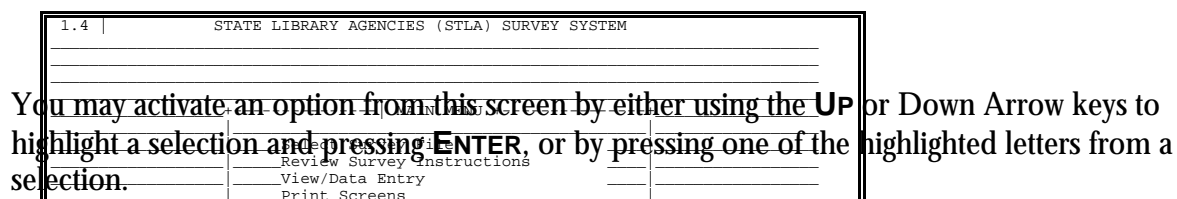
- The respondent keys the data and is immediately notified of possible errors or inconsistencies through on-screen “error/warning” messages. These messages permit immediate resolution of any errors, or verification of the data if correct, thus reducing the need for edit follow-up by NCES.
- Following the data entry and interactive on-screen data editing process, the respondent prints an error/warning message report and reviews all error/warning messages remaining on file.

- The respondent corrects all remaining errors by entering the correct data via the View/Data Entry option on the Main Menu.
- The respondent prints a final error/warning message report and reviews it again to verify that the errors were corrected.
- The respondent sends electronic copies of the final survey files (i.e., the Transmission Files) and the completed State Librarian Certification form to the Bureau of the Census (the data collection agent for NCES).

4. Using the STLA Survey System

4.1 Main Menu Screen

After starting the STLA program, press any key on the keyboard to open the Main Menu screen. The Main Menu screen displays the various options available to you. An example of the screen is shown below.



Press either the **ESC** key or **X** key to exit the system.

Main Menu Options

There are 11 options which can be chosen from the Main Menu. A brief description of each option's function is described below:

Select Survey File: Enables you to select your current-year survey file, or your prior-year file (the latter is included as a reference tool).

Review Survey Instructions: Provides on-screen instructions and definitions for completing the survey data entry screens.

View/Data Entry: Allows you to view and/or modify data recorded in the system. The data are stored as a *data record*.

Print Screens: Allows you to print all or selected survey data entry screens.

Print Instructions: Allows you to print all or selected survey instructions.

Print Error/Warning Message Report: Activates the STLA software's error-checking capabilities. Any data items which have incorrect or questionable data will be identified in an error/warning message report. The report may be displayed on the computer screen or printed.

Print Tables: Will be available with a future release of the system.

Print Error/Warning Reason Report: Data entries for selected items will trigger error/warning messages that ask the respondent to fix the data, or to verify that the data are correct and provide a reason. The Error/Warning Reason Report is a list of these reasons. The report may be viewed

on-screen or printed.

Back Up Survey Data: Saves a backup copy of survey data.

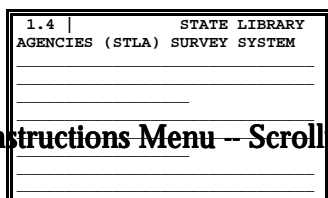
Create Transmission Files: Saves the survey data and prepares a file for transmittal to NCES.

Exit System: Selecting either **X** or **ESC** will exit the STLA software and return you to the DOS prompt.

4.1.1 Review Survey Instructions

This option from the Main Menu screen allows you to review on-screen instructions and definitions of survey data items. An example of the Instructions Menu screen is shown below:

You may choose to view either **All Instructions** or instructions for a **Survey Part**, **Survey Question**, or **Survey Item**.



1.4 STATE LIBRARY AGENCIES (STLA) SURVEY SYSTEM
All Instructions
Survey Part
Survey Question
Survey Item

Instructions Menu -- Scrolling and Function Keys

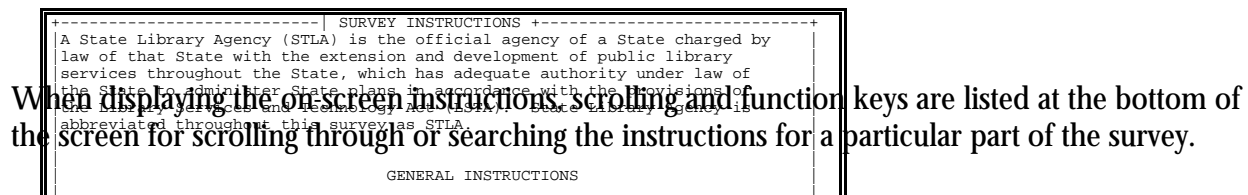
UP/DOWN ARROW Highlights one of the selections from this menu screen.

ENTER Selects the highlighted item.

ESC Exits this screen and returns you to the Main Menu.

4.1.1.1 All Instructions

When **All Instructions** is selected from the Instructions Menu, instructions and definitions for the entire STLA Survey will displayed on-screen, as in the example shown on the next page:



Survey Instructions -- Scrolling and Function Keys

Esc Exits this screen and returns you to the previous Instructions Menu.

UP/DOWN ARROW Scrolls up or down through the instruction text.

Pg UP/Pg DN Returns or advances one full screen of instruction text.

HOME/END Pressing **HOME** will return the user to the first line of page one of the instructions. Pressing **END** will advance to the last line of the last page of the instructions.

F2 (Go To) Pressing **F2** will activate a pop-up window box. From the pop-up window, you may choose to view the survey instructions either by **Survey Part**, **Survey Question**, or **Item**. For more information, refer to Survey Part, Survey Question, or Survey Item on the following pages.

4.1.1.2 Survey Part

This option from the Instructions Menu will allow you to view instructions and/or data item definitions pertaining to a particular part of the survey. When **Survey Part** is chosen, the Instructions Part Menu will appear, as in the example below.

Use the **UP/DOWN ARROW** keys to scroll through the list of survey parts, or type the letter of the survey part to highlight it. When the desired survey part has been highlighted, press the **ENTER** key. The instruction text for that survey part will be displayed.

1.4	STATE LIBRARY AGENCIES (STLA) SURVEY SYSTEM
----- Instructions Part Menu +-----	
A - STATE LIBRARY AGENCY IDENTIFICATION	
C - ALLIED OPERATIONS, STATE RESOURCE OR REFERENCE/INFO. SERV. CENTER,	
E - PUBLIC SERVICE HOURS, OUTLETS, AND USER GROUPS	
G - LIBRARY SERVICE TRANSACTIONS	

4.1.1.3 Survey Question

To locate instructions for a particular survey question, select **Survey Question** from the Instructions Menu. The Instructions Question Menu will appear, as in the example shown below:

Use the **UP/DOWN ARROW** keys or the **PAGEUP/PAGEDOWN** keys to scroll through the list of survey parts. When the desired question number has been highlighted, press the **ENTER** key. The instruction text for that survey question will be displayed.

1.4	STATE LIBRARY AGENCIES (STLA) SURVEY SYSTEM
	+ Instructions Question Menu +-+

	Question 1
	Question 2
	Question 3
	Question 4
	Question 5
	Question 6
	Question 7
	Question 8

4.1.1.4 Survey Item

Each data item on the STLA Survey has a unique item number. To locate instructions for a particular survey item, select **Survey Item** from the Instructions Menu. An Instructions Item Menu will appear, as in the example shown below:

1.4	STATE LIBRARY AGENCIES (STLA) SURVEY SYSTEM
+-----+ Instructions Item Menu +-----+	
Select Item:	
002	
003	
004	
005	
006	

Use the **UP/DOWN ARROW** keys or the **PAGEUP/PAGEDOWN** keys to scroll through the list of survey item numbers. When the desired item number has been highlighted, press the **ENTER** key. The instruction text for that survey item will be displayed.

4.1.2 View/Data Entry

4.1.2.1 Overview of View/Data Entry Screen Elements

The STLA Survey System enables you to enter and correct data, produce error/warning reports, and create back-up files and final transmission files. The main portion of STLA consists of data entry, each set of screens representing the various parts of the survey. A typical data entry screen is shown below:

The survey part is identified on the second line of each data entry screen. The data item the cursor is on will be highlighted.

```
1.4 | VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98 VA Pg 1
      PART A - STATE LIBRARY AGENCY IDENTIFICATION
001|STLA Name LIBRARY OF VIRGINIA
-----
Physical location address:
002|Street 800 EAST BROAD STREET
003|City COLUMBIA
004|State VA
005|Zip 22501
006|
007|Street 800 EAST BROAD STREET
```

Available control or function keys are listed at the bottom of data entry screens. These keys are discussed under sections 4.1.2.4 to 4.1.2.6.

4.1.2.2 Description of View/Data Entry Process

Viewing, entering, and correcting data in the STLA Survey System are accomplished through the View/Data Entry option from the Main Menu screen.

The survey is subdivided into parts, labeled alphabetically from 'Part A' to 'Part O'. About half of the survey parts consist of one screen only. Survey parts requiring two or more screens will say *Continued* in the survey part title of the continued screen.

After completing a data item, press the **ENTER** key. If the software recognizes the entry as a valid response, the next data item will be highlighted.

If the software does not recognize the entry as valid, a *Pop-Up Window* will display an error/warning message about the data entry, and will prompt the user to enter valid data, or to verify that the data entered are correct. The term "error/warning message" is shortened to E/W in the pop-up window, and each data item cited in the message is clearly identified by its name and number. The message is also numbered. (Example: E/W 1: Fiscal Year Starting Date (022) is invalid).

Your response to selected data items on the STLA Survey will trigger error/warning messages that ask: Do you want to fix it? You may give one of three replies:

1. **Yes** - to fix the data that are in error;
2. **Verified, No Reason** - to verify that the data entered are correct but give no specific reason;
or

3. **Verified, Specify Reason** - to verify that the data entered are correct and specify the reason. Specifying the reason will assist NCES and Census in their review of the data and may eliminate the need for additional edit follow-up. (You may key up to 69 characters in specifying a reason.)

The Print Error/Warning Reason Report is a list of these reasons. The report can be viewed on-screen or printed.

When you have responded to the LAST item on any survey screen, you must use the **PG DN (PAGE DOWN)** key to go to the next screen. An error/warning message will keep repeating itself if you try to go to the next screen using the Down Arrow or the Enter key.

You may find it helpful to refer to Appendix C of the User's Guide which lists the error/warning messages and the conditions that trigger them, in order to better understand the messages.

4.1.2.3 Valid Entries Only

Invalid entries are not permitted during data entry or correction. The STLA Survey is mailed out with -2's in numeric data cells. If the data cell the cursor is on contains a -2, the STLA program will not allow the user to proceed to the next or previous data item. The user must enter a valid value (i.e., -1, 0, or a positive number). The following responses are acceptable:

-1	Our STLA has the item but does not collect data on the item, or we do not know the answer and cannot obtain it.
0	The answer is zero or none.

4.1.2.4 View/Data Entry Screen -- Scrolling Keys

Scrolling keys are used in data entry screens to move the cursor as shown below.

ENTER Accepts data that you have just typed for the current data item and moves forward (down) to the next data item.

UP ARROW Accepts data that you have just typed for the current data item and moves backward (up) to the previous data item.

DOWN ARROW Accepts data that you have just typed for the current data item and moves forward (down) to the next data item.

PAGE UP When applicable, accepts data for a screen and moves backward to the previous screen.

PAGE DOWN When applicable, accepts data for a screen and moves forward to the next screen.

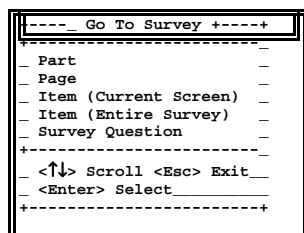
If data for any item are not acceptable to the system, a pop-up window will display an error/warning message prompting you to enter correct data or to give a reason for the data.

4.1.2.5 View/Data Entry Screen -- Function Keys

- Esc (EXIT)** Escapes this screen and returns you to the Main Menu screen. Pressing **Esc** from the Main Menu screen will enable you to exit the STLA program. If you have entered data, a pop-up window will offer the option of saving the data before exiting the STLA Survey System.
- F1 (HELP)** Pressing this function key while you are positioned on a specific data item will display help information for completing that data item or group of data items.
- F2 (Go To)** Pressing this function on any data entry screen will display a pop-up window. You may locate a specific portion of the survey either by Part, Page, Item, or Survey Question.
- Use the **UP ARROW**, **DOWN ARROW**, **PAGE UP** or **PAGE DOWN** to move through the list of items, or type the first letter of your selection to *scroll* to the first matching item. When the desired item from a list has been highlighted, press the **ENTER** key to select it.
- F3 (SAVE)** This function saves the data you have entered or corrected for the survey as a *data record*. Once saved, you may retrieve this data record at a later time to enter or correct data.

4.1.2.6 Getting Around the Survey Using Scrolling and Function Keys

The **F2 (Go To)** function allows you to display specific parts of the survey either by Survey Part, Page, Item or Survey Question. Selecting the **Go To** function will display a pop-up window as shown below.



Use the **UP/DOWN ARROW** keys to highlight the desired function and press the **ENTER** key. To escape this function and return to the data entry screen, press the **ESC** key.

To go to a specific part of the survey, select **Part** and press the **ENTER** key. A Part Menu Screen will be displayed. Each part of the survey will be listed in alphabetical order. To scroll to those survey parts not displayed on this screen, press the **PAGE DOWN** key. Use the **UP/DOWN ARROW** keys to highlight the desired part of the survey you want displayed and press the **Enter** key. The data entry screen for that part of the survey will be displayed.

To display a specific page of the survey, select **Page** and press the **ENTER** key. A Page Menu screen will appear. Each page of the survey will be listed in numerical order. To scroll to those pages not displayed on this screen, press the **PAGE DOWN** key. Use the **UP/DOWN ARROW** keys to highlight the desired page of the survey you want displayed and press the **ENTER** key. The data entry screen for that page of the survey will be displayed.

To select a specific data item from the survey screen you are currently in, choose **Item (Current Screen)**. Or, to display an item from any survey screen, choose **Item (Entire Survey)**. An Item Menu will appear. Use the **UP/DOWN ARROW** keys to highlight the desired item, and press the **ENTER** key. The cursor will be on the item you have selected.

To go to a particular question, choose **Survey Question**. Select the desired question and press the **ENTER** key to display the data entry screen for that question.

4.1.3 Print Screens

This function allows you to print all or selected screens of the STLA Survey. The survey may be printed either as blank or completed survey forms. (Some survey respondents may find the blank forms useful in assembling their data prior to entry at the keyboard.) When first selected, a Print Screen: Which Ones? menu will appear as shown in the example below:

From this menu, you may choose **All Screens** or **Selected Screens**. All Screens will allow you to print all STLA Survey screens. Selected Screens will allow you to print only the screens you select.

Section **4.1.3.1 Choosing Type of Screens to Print** provides more information on printing screens.

4.1.3.1 Choosing Type of Screens to Print

Once you have chosen All Screens or Selected Screens, a Print Screen: Which Type? menu will appear as shown in the example below.

Choosing **Blank Forms** will print pages that contain blank lines (i.e., a blank copy of the STLA survey). Choosing **Filled Forms** will print the STLA survey with the data that you have entered into the STLA Survey System.

If you had previously chosen All Screens, the program will automatically process the screens and print the survey either as Blank Forms or as Filled Forms (depending on your choice). Refer to **4.1.3.3 Printing Screens** for more information.

If you had previously chosen Selected Screens, and either Blank Forms or Filled Forms, a Page Menu screen will appear so that you may choose pages of the survey to print and the order of printing. Refer to **4.1.3.2 Choosing Screens and Order of Printing** for more information.

4.1.3.2 Choosing Screens and Order of Printing

The Page Menu Screen, as shown below, allows you to select the pages of the survey you want to print, as well as the order in which they print. You can also view a list of the pages you have selected to print. These choices are made with the Page Menu keys discussed below.

1.4 STATE LIBRARY AGENCIES (STLA) SURVEY SYSTEM

----- PAGE MENU +-----

Select Page:

1 A-IDENTIFICATION

2 B-GOVERNANCE

3 C-ALLIED OPERATIONS, STATE RESOURCE OR REFERENCE/INFO. SERV. CENT

4 D-SERVICES TO LIBRARIES AND SYSTEMS

5 E-ADMINISTRATIVE

6 D-CONTINUED

Page Menu Control Keys

UP/DOWN ARROW Scrolls up and down the list of survey pages.

Pg UP/Pg DOWN Scrolls through the list of survey pages one full screen at a time.

ENTER (SELECT/DESELECT)

Pressing **ENTER** on a highlighted selection marks that page for printing. Pressing **ENTER** again on a marked selection will deselect it. For each selection that is marked, a print order number will appear beside it. You may change the order of printed pages using the **CONTROL** and **UP/DOWN ARROW** keys, as discussed below.

F2 (SELECT/DESELECT ALL)

Pressing **F2** selects all pages for printing. You may deselect all marked selections by pressing **F2** again.

V(IEW SELECTION)

Pressing the **V** key will display a pop-up window listing all pages you have selected for printing. Press **ESC** to exit this function.

CONTROL + UP/DOWN ARROW (CONTROL PRINT ORDER)

Pressing **CONTROL + UP ARROW** on a toggled selection changes the print order number of that page by -1. (For example, a selection with an order number of 5 would be reduced to 4, and so on.) Pressing **CONTROL + DOWN ARROW** on a toggled selection changes the print order by +1. (For example, a selection with an order number of 5 would be increased to 6, and so on.)

ESC (EXIT/PRINT)

When you have finished making page selections and determined the order they will be printed in, press the **ESCAPE** key. A pop-up window will ask if you would like to save the changes you have made under the Print Screen option. If you press <Y>es, the screens will be printed (refer to **4.1.3.3 Printing Screens**). If you press <N>o, you will return to the Main Menu screen, and no screens will be printed. If you select **Cancel**, you will return to the Page Menu, and no screens will be printed.

4.1.3.3 Printing Screens

Whether you choose to print **All Screens** or **Selected Screens**, a Processing Print Screens status bar will appear. When the status bar reaches 100 percent completed, a pop-up window will ask if you would like to print the screens now.

If you select <Y>es, the screens will be printed out on the default printer connected to your computer. If you type <N>o, another pop-up window will ask if you would like to view the screens now. If you reply <Y>es, the screens will appear on a display screen. Use the scrolling keys (**HOME**, **END**, **UP/DOWN ARROW** keys and the **PAGEUP/PAGE DOWN** keys) to view the contents of the screens. If you type <N>o to not view the screens, the function will cancel and you will return to the Main Menu screen.

4.1.4 Print Instructions

This function allows you to print all or selected instructions of the STLA Survey. When first selected, a Print Instructions selection menu will appear as shown in the example below:

Print Instructions: Which Ones?	
-	All Instructions
-	Instructions by Survey Part

-	<↑↓> Scroll
-	<Enter> Select <Esc> Exit

From this menu, you may choose **All Instructions** or **Instructions by Survey Part**. All Instructions will allow you to print all STLA Survey instructions. Instructions by Survey Part will allow you to print only the instructions you select.

4.1.4.1 Printing All Instructions

If you choose All Instructions, all of the instructions for all Parts will be printed.

4.1.4.2 Printing Instructions by Survey Part

If you choose Instructions by Survey Part, the Print Instructions by Survey Part Menu will appear, as shown in the example below. This menu allows you to select instructions by survey part for printing. You can only select one survey part at a time.

1.4 STATE LIBRARY AGENCIES (STLA) SURVEY SYSTEM	
----- Print Instructions by Survey Part Menu -----	
-	A - STATE LIBRARY AGENCY IDENTIFICATION
-	B - GOVERNANCE
-	C - ALLIED OPERATIONS, STATE RESOURCE OR REFERENCE/INFO. SERV. CENTER,
-	D - SERVICES TO LIBRARIES AND SYSTEMS
-	E - PUBLIC SERVICE HOURS, OUTLETS, AND USER GROUPS
-	F - COLLECTIONS
-	G - LIBRARY SERVICE TRANSACTIONS

Print instructions by Survey Part Menu -- Control Keys

UP/DOWN ARROW Scrolls up and down the list of Survey Parts.

ENTER (SELECT/DESELECT)

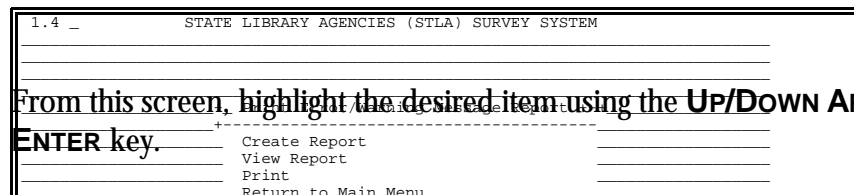
Pressing **ENTER** on a highlighted selection marks that Part for printing.

ESC (EXIT/PRINT)

When you have finished, press the **ESCAPE** key. You will return to the Main Menu screen.

4.1.5 Print Error/Warning Message Report

When this option is selected, the STLA Survey System will perform a series of internal edit checks to make certain that all parts of the survey have been completed. This checking appears as a Checking Field Information status bar. A Print Error/Warning Message Report menu will then appear, as shown in the example below. The data that generate error/warning messages will comprise the Error/Warning Message Report. This report can be viewed on-screen or printed.



```
1.4 _ STATE LIBRARY AGENCIES (STLA) SURVEY SYSTEM
-----
From this screen, highlight the desired item using the UP/DOWN ARROW keys and press the
ENTER key.
-----
Create Report
View Report
Print
Return to Main Menu
-----
```

Print Error/Warning Message Report Options

Create Report: Writes the error/warning message report to a file for viewing or printing. A pop-up window asks if you would like to view the report. If you choose <Y>es, the report will be displayed. You may use the **UP/DOWN ARROW** keys or the **PAGEUP/PAGEDOWN** keys to scroll through the display. If you choose <N>o, the function will be canceled and you will be returned to the Print Error/Warning Message Report menu.

View Report: Writes the error/warning message report to a file and displays it. You may use the **UP/DOWN ARROW** keys or the **PAGEUP/PAGEDOWN** keys to scroll through the display. Press the **ESC** key to exit the display and return to the Print Error/Warning Message Report menu.

Print: Writes the error/warning message report to a file and sends it to the default printer connected to your computer.

Return to Main Menu: Cancels the Print Error/Warning Message Report function and returns you to the Main Menu screen.

4.1.6 Print Tables

This function will be available in a future program release.

4.1.7 Print Error/Warning Reason Report

Your response to selected data items on the STLA Survey will trigger error/warning messages that ask: Do you want to fix it? You may give one of three replies:

1. **Yes** - to fix the data that are in error.
2. **Verified, No Reason** - to verify that the data entered are correct but give no reason.
3. **Verified, Specify Reason** - to verify that the data entered are correct and specify the reason (for example, budget cut or revenue increase). Specifying the reason will assist NCES and Census in their review of the data and may eliminate the need for additional edit follow-up. (You can key up to 69 characters to specify your reason.)

The Print Error/Warning Reason Report is a list of these reasons. The report can be viewed on-screen or printed.

To view or print the reason report, select Print Error/Warning Reason Report from the Main Menu screen. A Print Error/Warning Menu screen will appear. From this screen you may choose from the following:

By Error/Warning Number: Writes the reason report to a file, and lists all reasons by error/warning number and data item.

By Data Item Number: Writes the reason report to a file in order of data item number and lists all reasons by data item number and error/warning number.

View Report: Displays all fields by reason, by the last order you selected.

Print: Prints the results of the report to the default printer connected to the computer.

Return to Main Menu: Exits this function and returns you to the Main Menu screen.

4.1.8 Back Up Survey Data

This function allows you to save a backup copy of the data entered for the STLA Survey. This function is included as a safeguard so that users will not have to repeat their work if the original data file is erased accidentally, corrupted, or overwritten. The data can be saved on your computer's hard or fixed drive or on a floppy diskette.

The backup file consists of three data base files in dBASE format, with your two-letter state abbreviation in place of the "XX" below:

1. STLA98XX.BAK (the survey data file)
2. STLE98XX.BAK (the error/warning message file)
3. STLR98XX.BAK (the error/warning reason file)

When the Back Up Survey Data option is selected, a Source Path/Destination Path screen will appear, as shown in the example below:

The **Destination Path** is the location where the backup data will be copied. Enter a drive letter and destination directory on this line. For example, if you want to copy the backup data to a directory on your C: drive, you would type: **C:** and the name of the directory (Example: **C:\DATA98**. If you want to copy the backup data to a diskette in a floppy disk drive of your computer, you might enter: **A:** or **B:** (depending on your computer and the location of the diskette). Please be sure to use a formatted diskette.

When you have entered the Destination Path, press the **ENTER** key. The survey data will be copied as a backup file to the destination path.

4.1.9 Create Transmission Files

After you have entered data for all survey items, checked for errors, corrected all errors through the View/Data Entry option, and saved your data, the Transmission Files should be created. The STLA Survey program will not create the Transmission Files if the value of any data is -2. A pop-up box will warn you if any -2's are on your data record when you try to create the file. Please replace the -2's with valid data through the View/Data Entry option, if this is the case.

Please review the survey data thoroughly for errors before sending the Transmission Files to NCES. Also, please print and review the Error/Warning Message Report as part of this review (refer to **4.1.5 Print Error/Warning Message Report**).

The Transmission Files consist of three data base files in dBASE format, with your two-letter state abbreviation in place of the "XX" below:

1. STLA98XX.DBF (the survey data file)
2. STLE98XX.DBF (the error/warning message file)
3. STLR98XX.DBF (the error/warning reason file)

When you are ready to create the Transmission Files, select Create Transmission Files from the Main Menu screen. A Source Path/Destination Path screen will appear, as in the example below.

1.4 | STATE LIBRARY AGENCIES (STLA) SURVEY SYSTEM

The Source Path line should contain the drive and directory where the STLA software is installed. (If someone else installed the software, check with that person for the exact drive and directory location.)

Source Path :C:\SLA

The **Destination Path** is the location where the Transmission Files will be copied. For example, if you want to copy the Transmission Files to drive A:, you should insert a formatted diskette into drive A: and type: **A:** and press the **Enter** key. The survey files (i.e., the Transmission Files) will be copied to the A: drive. (The Transmission Files should be copied to the diskette labeled FY98 STLA TRANSMISSION FILES which was enclosed in the STLA Survey package.)

You may submit your data by mail or over the Internet. Your data submission should be sent to the U.S. Bureau of the Census, the data collection agent for the FY 1998 STLA Survey.

Data submission by mail should include the following:

1. The FY 1998 STLA Transmission File Diskette containing edited, final data. Please verify that the following three files are included on the transmission file diskette (your two-letter State abbreviation will replace "XX" in the file name):
 - STLA98XX.DBF (the survey data file)
 - STLE98XX.DBF (the error/warning message file)

- STLR98XX.DBF (the error/warning reason file)

2. The signed State Librarian Certification form.

Please note:

Responses mailed through the *U.S. Postal Service* (**including Express Mail**) should be addressed to:

U.S. Department of Commerce
Bureau of the Census
Attention: Eugene Cox
Washington, D.C. 20233-6800

Responses mailed through *Federal Express* or *United Parcel Service (UPS)* cannot be addressed to a general mail site. If you choose to use Federal Express or UPS, your response must be addressed to:

U.S. Census Bureau
Governments Division
Attention: Eugene Cox
8905 Presidential Parkway, Room 508
Upper Marlboro, MD 20772

Data submission over the Internet:**Option 1: FTP program/protocol**

You may also submit your three data base files over the Internet via a File Transfer Protocol (FTP) program. Type 'open ftp.census.gov' to access the Census FTP server. Log on with the user name 'anonymous' and your e-mail address for the password. Change to the appropriate subdirectory by typing 'cd pub/incoming/govs/stla'. Transfer all three files using the command 'put <filename>' for each file. Also, please send an e-mail message to **stla@census.gov** notifying us that you have sent the data. Please return the signed State Librarian Certification form to Census by mail (see address above).

The Transmission Files consist of three database files in dBASE format, with your two-letter state abbreviation in place of the "XX" below:

1. STLA98XX.DBF (the survey data file)
2. STLE98XX.DBF (the error/warning message file)
3. STLR98XX.DBF (the error/warning reason file)

Option 2: E-mail attachment

You can also submit data over the Internet via e-mail. Please use ZIP software to attach the data file(s) with a file extension of .ZIP and send it to Eugene Cox at **stla@census.gov**. Please return the signed State Librarian Certification form to Census by mail.

If you have any questions about these options, please contact Patty Garner or Eugene Cox at (800) 451-6236.

4.1.10Exit System

Press either the **X** or the **ESC** key to exit the Main Menu screen. A pop-up window will ask if you want to exit the system. Select <**Y**>es to exit the system, <**N**>o to return to the Main Menu screen.

If <**Y**>es is selected, you will be returned to your computer's DOS prompt.

Appendixes

Appendix A

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Appendix B

Software Troubleshooting

Problem: The program does not run properly after installation.

Solution:

1. Be sure that you are using an IBM or compatible Personal Computer (PC) with a minimum of 640K RAM, at least 530K conventional memory available, DOS 2.0 through 6.22, and 2.5 Megabytes (MB) of free disk space.
2. Be sure that you type “SLAS” from the SLA subdirectory (Note: first type CD\SLA ENTER to get to the SLA directory).
3. Be sure there are at least 25 file handles available (i.e. FILES = 25 should be in your CONFIG.SYS).

Problem: My computer freezes or locks (stops functioning) and generates errors when trying to use the STLA Survey System.

Solution: Make sure that you have at least 530K of conventional memory. Remove all terminate and stay resident (TSR) programs that you may have running while executing the STLA Survey System, and then restart the program. Do not attempt to run the program under Microsoft Windows. If printing, make sure that the printer is online and contains paper.

Problem: My computer freezes or locks (stops functioning) when trying to print STLA screens.

Solution: Make sure that the printer is online and contains paper.

Problem: My screen display is difficult to read.

Solution: Try adjusting your CRT or monitor's brightness, contrast and other video controls, so that everything appears correctly and the display is easy to read. Some monochrome monitors will not display the STLA Survey System correctly.

Problem: Why can't I leave a data cell answered with a -2? The program won't let me off the item!

Solution: The STLA Survey System requires an answer to every data item. For items requesting numerical data, you must enter one of three types of values: (-1) Don't know, can't get the data; (0) Have none of the data item; or any positive number.

Problem: I can't print the screens using the default printer or I want to use another printer besides the default printer.

Solution: Create the print screens, error/warning message report, and error/warning reason report using the print options in the Main Menu. This will create three ".txt" files in your "SLA" directory (i.e., STLS98XX.TXT (the print screens); STLE98XX.TXT (the error/warning message report); and STLR98XX.TXT (the error/warning reason report)). Print these files using a text editor of your choice. If you have WordPerfect, the "line printer" font will enable you to print the screens correctly.

Appendix C

Error/Warning Messages and Conditions

User Notes:

1. The error/warning messages below correspond to those appearing inside pop-up boxes of the electronic survey during the data entry process. However, in the pop-up boxes, the number is preceded by “E/W” (for Error/Warning). For example, error/warning 1 below will appear in the pop-up box as: E/W 1: Fiscal Year Starting Date (022) is invalid.
2. Numbers in parentheses below are data item numbers. Each data item on the STLA Survey has a unique number. The words in “all caps” below are the data item names.
3. When you have responded to an error/warning message for the LAST item on any survey screen, you must use the **PG DN (PAGE DOWN)** key to go to the next screen. The error/warning message will keep repeating itself if you try to go to the next screen using the **DOWN ARROW** or the **ENTER** key.
4. If you have difficulty understanding any error/warning messages, please read the error/warning condition for the message, in the third column below.

No.	Error/Warning Message	Error/Warning Condition
INTRA-PART CHECKS:		
	PART A. IDENTIFICATION	
1	FISCAL YEAR STARTING DATE (022) is invalid	Year of FY STARTING DATE (022) is 1996 or 1998. All data in this survey (except Parts B and I) are to be reported on the basis of State fiscal year 1997-98.
2	FISCAL YEAR ENDING DATE (023) is invalid	Year of FY ENDING DATE (023) is 1997 or 1999. All data in this survey (except Parts B and I) are to be reported on the basis of State fiscal year 1997-98.

No.	Error/Warning Message	Error/Warning Condition
PART B. GOVERNANCE		
3	Two or more government branches (024) to (026) are marked	Two or more government branches are marked (X): LEGISLATIVE BRANCH (024), JUDICIAL BRANCH (025), and/or EXECUTIVE BRANCH (026). Mark only one.
4	EXECUTIVE BRANCH (026) is marked but INDEPENDENT AGENCY (027) and PART OF LARGER AGENCY (034) are blank, or vice versa	EXECUTIVE BRANCH (026) is marked (X) but INDEPENDENT AGENCY (027) and PART OF LARGER AGENCY (034) are both blank. Or, EXECUTIVE BRANCH (026) is blank but INDEPENDENT AGENCY (027) or PART OF LARGER AGENCY (034) is marked. If (027) or (034) is marked, (026) must also be marked. Or, if (026) is marked, (027) or (034) must also be marked.
5	INDEPENDENT AGENCY (027) and PART OF LARGER AGENCY (034) are both marked	INDEPENDENT AGENCY (027) and PART OF LARGER AGENCY (034) are both marked (X). Mark only one.
6	INDEPENDENT AGENCY (027) is marked but GOVERNOR (028) and BOARD OR COMMISSION (029) are blank, or vice versa	INDEPENDENT AGENCY (027) is marked (X) but GOVERNOR (028) and BOARD OR COMMISSION (029) are both blank. Or, INDEPENDENT AGENCY (027) is blank but GOVERNOR (028) or BOARD OR COMMISSION (029) is marked. If (027) is marked, (028) or (029) must also be marked. Or, if (028) or (029) is marked, (027) must also be marked.
7	BOARD OR COMMISSION (029) is marked but methods of selection are blank, or vice versa	BOARD OR COMMISSION (029) is marked (X) but APPOINTED BY GOVERNOR (030), APPOINTED BY ANOTHER OFFICIAL (031), EX-OFFICIO MEMBERS (032), and ELECTED (033) are all blank. Or, (029) is blank and at least one of (030) to (033) is marked (X).
8	PART OF LARGER AGENCY (034) is marked but agency is not specified, or vice versa	PART OF LARGER AGENCY (034) is marked (X) but DEPARTMENT OF EDUCATION (035), DEPARTMENT OF CULTURAL RESOURCES (036), DEPARTMENT OF STATE (037), and OTHER AGENCY (038) are blank. Or, any of (035) to (038) is marked, but (034) is not marked.
9	More than one agency is marked under PART OF LARGER AGENCY (034)	Two or more of these are marked (X): DEPARTMENT OF EDUCATION (035), DEPARTMENT OF CULTURAL RESOURCES (036), DEPARTMENT OF STATE (037), and OTHER AGENCY (038). Mark only one.
PART D. SERVICES TO LIBRARIES AND SYSTEMS		
10	ADMINISTRATION OF LSTA GRANTS (049) for public libraries marked No	Administration of LSTA grants (049) marked No in column a (public libraries).

No.	Error/Warning Message	Error/Warning Condition
PART E. PUBLIC SERVICE HOURS, OUTLETS, AND USER GROUPS		
11	TOTAL HOURS/WEEK (077) per public outlet (089) (090) is less than 10	TOTAL HOURS/WEEK (077) per public outlet are less than 10. Divided (077) by column d of STATE GOVERNMENT EMPLOYEES (089) or GENERAL PUBLIC (090), whichever is larger, since these outlets are not mutually exclusive.
12	TOTAL HOURS/WEEK (077) per public outlet (089) (090) is greater than 75	TOTAL HOURS/WEEK (077) per public outlet are greater than 75. Divided (077) by column d of STATE GOVERNMENT EMPLOYEES (089) or GENERAL PUBLIC (090), whichever is larger, since these outlets are not mutually exclusive.
13	MONDAY-FRIDAY AFTER 5 P.M. hours (078) per public outlet (089) (090) is greater than 6	MONDAY-FRIDAY AFTER 5 P.M. hours (078) per public outlet are greater than 6. Divided (078) by column d of STATE GOVERNMENT EMPLOYEES (089) or GENERAL PUBLIC (090), whichever is larger, since these outlets are not mutually exclusive.
14	SATURDAY AND SUNDAY hours (079) per public outlet (089) (090) is greater than 16	SATURDAY AND SUNDAY hours (079) per public outlet are greater than 16. Divided (079) by column d of STATE GOVERNMENT EMPLOYEES (089) or of GENERAL PUBLIC (090), whichever is larger, since these outlets are not mutually exclusive.
15	TOTAL OUTLETS (085) greater than 0 but no MAIN OR CENTRAL OUTLET (082)	TOTAL OUTLETS (085) are greater than 0 but MAIN OR CENTRAL OUTLET (082) is less than or equal to 0.
16	MAIN OR CENTRAL OUTLET number (082) is too small compared to user group numbers in column a of (086) to (090)	MAIN OR CENTRAL OUTLET (082) is less than largest number in column a of user groups, (086) to (090) and not equal to sum of column a.
17	OTHER OUTLETS number (083) is too small compared to user group numbers in column b of (086) to (090)	OTHER OUTLETS (083) is less than largest number in column b of user groups, (086) to (090) and not equal to sum of column b.
18	BOOKMOBILES number (084) is too small compared to user group numbers in column c of (086) to (090)	BOOKMOBILES (084) is less than largest number in column c of user groups, (086) to (090) and not equal to sum of column c.
19	No STLA outlets (082) to (084)	Sum of Main or central outlet (082) + Other outlets (083) + Bookmobiles (084) is less than or equal to 0.
20	MAIN OR CENTRAL OUTLET (082) does not serve STATE GOVERNMENT EMPLOYEES (089) and GENERAL PUBLIC (090)	MAIN OR CENTRAL OUTLET (082) is greater than 0 but column a of STATE GOVERNMENT EMPLOYEES (089) and GENERAL PUBLIC (090) is less than or equal to

No.	Error/Warning Message	Error/Warning Condition
		0.
	PART F. COLLECTIONS	
21	Have FEDERAL DEPOSITORY LIBRARY (107) but REGIONAL (108) and SELECTIVE (109) are marked No	Have FEDERAL DEPOSITORY LIBRARY (107) but REGIONAL (108) and SELECTIVE (109) are marked No. Enter Yes to (108) or (109) to designate type.
	PART G. LIBRARY SERVICE TRANSACTIONS	
22	Annual CIRCULATION (110) per annual LIBRARY VISITS (114) is less than 0.5	Annual CIRCULATION (110) per annual LIBRARY VISITS (114) is less than 0.5.
23	Annual CIRCULATION (110) per annual LIBRARY VISITS (114) is greater than 6	Annual CIRCULATION (110) per annual LIBRARY VISITS (114) is greater than 6.
24	Annual REFERENCE TRANSACTIONS (113) per annual LIBRARY VISITS (114) is greater than 1.0	Annual REFERENCE TRANSACTIONS (113) per annual LIBRARY VISITS (114) is greater than 1.0.
	PART H. LIBRARY DEVELOPMENT TRANSACTIONS	
25	Continuing education programs: NUMBER OF EVENTS (117) is greater than TOTAL ATTENDANCE AT EVENTS (118)	Continuing education programs: The NUMBER OF EVENTS (117) is greater than the TOTAL ATTENDANCE AT EVENTS (118).
	PART I. STAFF	
26	TOTAL STAFF (131): Total Librarians with ALA-MLS (a) or Other professionals (b) is -1 or 0	TOTAL STAFF who are Librarians with ALA-MLS, column a of (131), or who are Other professionals, column b of (131), is -1 or 0.
27	By Selected staff specialty (132a) to (139): Total Librarians with ALA-MLS (a) or Other professionals (b) is -1 or 0	Total Librarians with ALA-MLS, sum of (132a) to (139) in column a, is -1 or 0. Or, Other professionals, sum of (132a) to (139) in column b, is -1 or 0.
28	By Race/ethnicity and gender (152) + (153): Total Librarians with ALA-MLS (a) or Other professionals (b) is -1 or 0	Total Librarians with ALA-MLS, sum of (152a) + (152b) + (153a) + (153b) in column a, is -1 or 0. Or, Other professionals, sum of (152a) + (152b) + (153a) + (153b) in column b, is -1 or 0.
	PART K. EXPENDITURES	
29	Federal expenditures in column a of (178), (186), (187), and (188) sum to -1 or 0	TOTAL OPERATING EXPENDITURES (178) + TOTAL FINANCIAL ASSISTANCE (186) to libraries and systems + CAPITAL OUTLAY (187) + OTHER EXPENDITURES

No.	Error/Warning Message	Error/Warning Condition
		(188) sum to -1 or 0 in column a.
30	State expenditures in column b of (178), (186), (187), and (188) sum to -1 or 0	TOTAL OPERATING EXPENDITURES (178) + TOTAL FINANCIAL ASSISTANCE (186) to libraries and systems + CAPITAL OUTLAY (187) + OTHER EXPENDITURES (188) sum to -1 or 0 in column b.
PART E. PUBLIC SERVICE HOURS, OUTLETS, AND USER GROUPS		
31	No outlets serve GENERAL PUBLIC (090) yet have WALK-IN (080) or REFERRAL (081) service, or vice versa	GENERAL PUBLIC outlets (090) in column d are -1 or 0 yet answered Yes to WALK-IN (080) or REFERRAL (081). Or, column d of (090) is greater than 0 and (080) and (081) are both answered No.
32	Have public service hours (077) to (079) but no WALK-IN (080) and REFERRAL (081) service, or vice versa	TOTAL HOURS/WEEK (077), or MONDAY-FRIDAY AFTER 5:00 P.M. (078), or SATURDAY AND SUNDAY (079) is greater than 0, but answered No to WALK-IN (080) and REFERRAL (081). Or, (077), (078), and (079) are all -1 or 0, but answered Yes to (080) or (081).
33	Have public service hours (077) to (079) but TOTAL OUTLETS (085) are -1 or 0, or vice versa	TOTAL HOURS/WEEK (077), or MONDAY-FRIDAY AFTER 5:00 P.M. (078), or SATURDAY AND SUNDAY (079) is greater than 0, but TOTAL OUTLETS (085) is -1 or 0. Or TOTAL OUTLETS (085) is greater than 0, but (077), (078), and (079) are all -1 or 0.
34	Have public service hours (077) to (079) but no public outlets (089) (090), or vice versa	TOTAL HOURS/WEEK (077), or MONDAY-FRIDAY AFTER 5:00 P.M. (078), or SATURDAY AND SUNDAY (079) is greater than 0, but STATE GOVERNMENT EMPLOYEES (089) and GENERAL PUBLIC (090) outlets is -1 or 0 in column d. Or, (089) or (090) is greater than 0 in column d, and (077) to (079) are all -1 or 0.
PART I. STAFF		
35	Total Librarians with ALA-MLS in (131) is less than full-time Librarians with ALA-MLS in (152a) + (153a)	TOTAL STAFF (131) in column a is less than the sum of MEN (FULL-TIME) (152a) + WOMEN (FULL-TIME) (153a) in column a. Total staff in question 17 cannot be less than total full-time staff in question 19 in this category.
36	Total Other professionals in (131) is less than full-time Other professionals in (152a) + (153a)	TOTAL STAFF (131) in column b is less than the sum of MEN (FULL-TIME) (152a) + WOMEN (FULL-TIME) (153a) in column b. Total staff in question 17 cannot be less than total full-time staff in question 19 in this category.
37	Total Other paid staff in (131) is less than full-time Other paid staff in	TOTAL STAFF (131) in column c is less than the sum of MEN (FULL-TIME) (152a) +

No.	Error/Warning Message	Error/Warning Condition
	(152a) + (153a)	WOMEN (FULL-TIME) (153a) in column c. Total staff in question 17 cannot be less than total full-time staff in question 19 in this category.
38	Total staff in (131) is less than total full-time staff in (152a) + (153a)	TOTAL STAFF (131) in column d is less than the sum of MEN (FULL-TIME) (152a) + WOMEN (FULL-TIME) (153a) in column d. Total staff in question 17 cannot be less than total full-time staff in question 19 in this category.
39	Total staff in (131) is less than or equal to total staff in (132a) to (139)	TOTAL STAFF(131) in column d is less than or equal to the sum of (132a) to (139) in column d.
40	Total full-time staff in (152a) + (153a) is less than or equal to total staff in (132a) to (139)	MEN (FULL-TIME) (152a) + WOMEN (FULL-TIME) (153a) in column d is less than or equal to (132a) to (139) in column d.
PART K. EXPENDITURES		
42	SALARIES AND WAGES (173) less than or equal to EMPLOYEE BENEFITS (174)	SALARIES AND WAGES (173) in column d is less than or equal to EMPLOYEE BENEFITS (174) in column d.
PART L. LSTA EXPENDITURES		
43	GRANTS (191) less than STATEWIDE SERVICES (190) or LSTA ADMINISTRATION (192)	LSTA expenditures for GRANTS (191) is less than expenditures for STATEWIDE SERVICES (190) or LSTA ADMINISTRATION (192).
44	No longer used.	
45	No longer used.	
INTER-PART CHECKS:		
PARTS C and M		
46	Have allied operations, (040) to (044), but no allied operations expenditures, (201) to (205), or vice versa	Yes to any allied operations in (040) to (044), but allied operations expenditures in all of (201) to (205) are -1 or 0. Or, No to all of (040) to (044), but any of (201) to (205) is greater than 0.
PARTS D and H		
47	Have CONTINUING EDUCATION PROGRAMS (054) but NUMBER OF EVENTS (117) or TOTAL ATTENDANCE AT EVENTS (118) is -1 or 0, or vice versa	Yes to CONTINUING EDUCATION PROGRAMS (054) in any of columns a-e, but NUMBER OF EVENTS (117) or TOTAL ATTENDANCE AT EVENTS (118) is -1 or 0. Or, No to (054) in all of columns a-e, but (117) or (118) is greater than 0.

No.	Error/Warning Message	Error/Warning Condition
48	Yes to ADMINISTRATION OF LSTA GRANTS (049) but no GRANTS MONITORED (115) or ON-SITE MONITORING VISITS (116), or vice versa	Yes to ADMINISTRATION OF LSTA GRANTS (049) in any of columns a-e but GRANTS MONITORED (115) and ON-SITE MONITORING VISITS (116) are both -1 or 0. Or, No to (049) in all of columns a-e but (115) or (116) is greater than 0.
	PARTS D and I	
49	Yes to ADMINISTRATION OF LSTA GRANTS (049) but no ADMINISTRATION OF LSTA GRANTS staff (132a), or vice versa	Yes to ADMINISTRATION OF LSTA GRANTS (049) in any of columns a-e but ADMINISTRATION OF LSTA GRANTS (132a) in column d is -1 or 0. Or, No to (049) in all of columns a-e but (132a) in column d is greater than 0.
50	Yes to ADMINISTRATION OF STATE AID (050) but no ADMINISTRATION OF STATE AID (132b), or vice versa	Yes to ADMINISTRATION OF STATE AID (050) in any of columns a-e but ADMINISTRATION OF STATE AID (132b) in column d is -1 or 0. Or, No to (050) in all of columns a-e but (132b) in column d is greater than 0.
	PARTS D and O	
51	No to LITERACY PROGRAM SUPPORT (059) but ADULT LITERACY (229) is funded	No to LITERACY PROGRAM SUPPORT (059) in column a, but ADULT LITERACY (229) is greater than 0.
	PARTS E and F	
52	Have public service hours (077) to (079) but no collections (091) to (096), or vice versa	Public service hours, in any of (077) to (079), are greater than 0, but collections, sum of (091) to (096), are -1 or 0. Or, all of (077) to (079) are -1 or 0, and any of (091) to (096) is greater than 0.
53	GENERAL PUBLIC outlet (090) but no general collection (097)	Total GENERAL PUBLIC outlets (090) in column d are greater than 0 but general collection (097) is marked No.
	PARTS E and G	
54	Have public service hours (077) to (079) but no service transactions (110) to (114), or vice versa	Public service hours in any of (077) to (079) are greater than 0, but service transactions (110) to (114) sum to -1 or 0. Or, all of (077) to (079) are -1 or 0, but any of (110) to (114) is greater than 0.
	PARTS F and G	
55	Have collections (091) to (096) but no service transactions (110) to (114), or vice versa	Collections (091) to (096) sum to greater than 0, but service transactions (110) to (114) sum to -1 or 0. Or, (091) to (096) sum to -1 or 0, but (110) to (114) sum to greater than 0.

No.	Error/Warning Message	Error/Warning Condition
PARTS I AND J		
56	ADMINISTRATION OF STATE AID (132b) but no STATE AID TO LIBRARIES (168), or vice versa	ADMINISTRATION OF STATE AID (132b) in column d is greater than 0, but STATE AID TO LIBRARIES (168) is -1 or 0. Or, (132b) in column d is -1 or 0, but (168) is greater than 0.
PARTS I and K		
57	ADMINISTRATION OF STATE AID (132b) but no TOTAL FINANCIAL ASSISTANCE (186) to libraries and systems from state funds, or vice versa	ADMINISTRATION OF STATE AID (132b) in column d is greater than 0, but TOTAL FINANCIAL ASSISTANCE (186) to libraries and systems in column b is -1 or 0. Or, (132b) in column d is -1 or 0, but (186) in column b is greater than 0.
PARTS J and K		
58	TOTAL FEDERAL INCOME (157) less than 70% or more than 150% of TOTAL EXPENDITURES (189) from federal funds	TOTAL FEDERAL INCOME (157) is less than 70% or more than 150% of TOTAL federal EXPENDITURES (189) in column a.
59	State income for STLA OPERATION (167) less than 70% or more than 150% of TOTAL OPERATING EXPENDITURES (178) from state funds	State income for STLA OPERATION (167) is less than 70% or more than 150% of TOTAL OPERATING EXPENDITURES (178) from state funds in column b.
60	STATE AID TO LIBRARIES income (168) less than 70% or more than 150% of TOTAL FINANCIAL ASSISTANCE (186) to libraries and systems from state funds	State income for STATE AID TO LIBRARIES (168) is less than 70% or more than 150% of TOTAL FINANCIAL ASSISTANCE (186) to libraries and systems from state funds in column b.
61	TOTAL STATE INCOME (170) less than 70% or more than 150% of TOTAL EXPENDITURES (189) from state funds	TOTAL STATE INCOME (170) is less than 70% or more than 150% of TOTAL EXPENDITURES (189) from state funds in column b.
62	TOTAL INCOME (172) less than 70% or more than 150% of TOTAL EXPENDITURES (189)	TOTAL INCOME (172) is less than 70% or more than 150% of TOTAL EXPENDITURES in column d.
PARTS J and L		
63	No longer used.	
64	No longer used.	
65	No longer used.	
66	LSTA income (154) less than 70% or more than 125% of TOTAL LSTA	LSTA income (154) less than 70% or more than 125% of TOTAL LSTA EXPENDITURES

No.	Error/Warning Message	Error/Warning Condition
	EXPENDITURES (193) or TOTAL LSTA EXPENDITURES (198)	(193). Or, LSTA income (154) less than 70% or more than 125% of TOTAL LSTA EXPENDITURES (198).
	PARTS K and L	
67	GRANTS (191) expenditures, but no expenditures on INDIVIDUAL PUBLIC LIBRARIES (179) or PUBLIC LIBRARY SYSTEMS (180), or vice versa	GRANTS (191) expenditures from LSTA is greater than 0, but expenditures on both INDIVIDUAL PUBLIC LIBRARIES (179) and PUBLIC LIBRARY SYSTEMS (180) are -1 or 0 in column a. Or, (191) is -1 or 0, and (179) or (180) is greater than 0 in column a.
68	Have SINGLE AGENCY OR LIBRARY PROVIDING STATEWIDE SERVICE (183) federal expenditures, but no expenditures for GRANTS (191)	SINGLE AGENCY OR LIBRARY PROVIDING STATEWIDE SERVICE (183) federal expenditures in column a are greater than 0, but expenditures for GRANTS (191) are -1 or 0. Note: If any LSTA funds are reported in (183), they must also be reported in GRANTS (191); DO NOT report them in STATEWIDE SERVICES (190).
69	SINGLE AGENCY OR LIBRARY (183) federal expenditures greater than GRANTS (191)	SINGLE AGENCY OR LIBRARY (183) expenditures from federal funds in column a are greater than expenditures for GRANTS (191). Note: (183) cannot be greater than (191) unless some or all of the expenditures are grants expenditures from federal funds other than LSTA.
70	TOTAL EXPENDITURES (189) from federal funds are less than TOTAL LSTA EXPENDITURES (193)	TOTAL EXPENDITURES (189) from federal funds in column a are less than TOTAL LSTA EXPENDITURES (193). Note: (189) cannot be less than (193).
71	TOTAL EXPENDITURES (189) from federal funds are less than TOTAL LSTA EXPENDITURES (198)	TOTAL EXPENDITURES (189) from federal funds in column a are less than TOTAL LSTA EXPENDITURES (198). Note: (189) cannot be less than (198).
INTRA-PART CHECKS - New edits added in FY 1995		
	PART E. PUBLIC SERVICE HOURS, OUTLETS, AND USER GROUPS	
72	MAIN OR CENTRAL OUTLET (082) greater than 0 but sum of column a of user groups (086) to (090) is less than or equal to 0	MAIN OR CENTRAL OUTLET (082) is greater than 0 but sum of main or central outlets reported in column a of user groups (086) to (090) is less than or equal to 0.
73	OTHER OUTLETS (083) greater than 0 but sum of column b of user groups (086) to (090) is less than or equal to 0	OTHER OUTLETS (EXCLUDING BOOKMOBILES) (083) is greater than 0 but sum of other outlets (excluding bookmobiles) reported in column b of user groups (086) to (090) is less than or equal to 0.
74	BOOKMOBILES (084) greater than 0 but sum of column c of user groups (086) to (090) is less than or equal to 0	BOOKMOBILES (084) is greater than 0 but sum of bookmobiles reported in column c of user groups (086) to (090) is less than or equal to 0.

No.	Error/Warning Message	Error/Warning Condition
75	TOTAL OUTLETS (085) greater than 0 but sum of column d of user groups (086) to (090) is less than or equal to 0	TOTAL OUTLETS (085) is greater than 0 but sum of total outlets reported in column d of user groups (086) to (090) is less than or equal to 0.
	PART B. GOVERNANCE	
76	GOVERNOR (028) and BOARD/COMMISSION (029) are both marked.	GOVERNOR (028) and BOARD/COMMISSION (029) are both marked. Mark only one.
	PART K. EXPENDITURES	
77	LIBRARY CONSTRUCTION (184) total expenditures equal to CAPITAL OUTLAY (187) total expenditures.	LIBRARY CONSTRUCTION (184) expenditures in column d are equal to CAPITAL OUTLAY (187) expenditures in column d.
INTER-PART CHECKS - New edits added in FY 1995		
	PARTS K AND M	
78	No longer used.	
79	TOTAL STAFF EXPENDITURES (175) less than or equal to TOTAL STAFF EXPENDITURES (201) for allied operations	TOTAL STAFF EXPENDITURES (175) in column d are less than or equal to TOTAL STAFF EXPENDITURES (201) for allied operations. Note: (201) is a subset of (175).
80	OTHER OPERATING EXPENDITURES (177) less than or equal to OTHER OPERATING EXPENDITURES (202) for allied operations	OTHER OPERATING EXPENDITURES (177) in column d are less than or equal to OTHER OPERATING EXPENDITURES (202) for allied operations. Note: (202) is a subset of (177).
81	TOTAL OPERATING EXPENDITURES (178) less than or equal to TOTAL OPERATING EXPENDITURES (203) for allied operations	TOTAL OPERATING EXPENDITURES (178) in column d are less than or equal to TOTAL OPERATING EXPENDITURES (203) for allied operations. Note: (203) is a subset of (178).
82	CAPITAL OUTLAY (187) less than CAPITAL OUTLAY (204) expenditures for allied operations	CAPITAL OUTLAY (187) expenditures in column d are less than CAPITAL OUTLAY (204) expenditures for allied operations. Note: (204) is a subset of (187).
83	TOTAL EXPENDITURES (189) less than or equal to TOTAL EXPENDITURES (205) for allied operations	TOTAL EXPENDITURES (189) in column d are less than or equal to TOTAL EXPENDITURES (205) for allied operations. Note: (205) is a subset of (189).
INTRA-PART CHECKS - New edits added in FY 1995		
	PART N. ELECTRONIC SERVICES AND INFORMATION	

No.	Error/Warning Message	Error/Warning Condition
84	Yes to ELECTRONIC NETWORK OPERATION (207) but No to ELECTRONIC NETWORK PLANNING OR MONITORING (206)	Yes to ELECTRONIC NETWORK OPERATION (207) but No to ELECTRONIC NETWORK PLANNING OR MONITORING (206).
	PART F. COLLECTIONS	
85	No to FEDERAL DEPOSITORY LIBRARY (107) but Yes to REGIONAL (108) or SELECTIVE (109)	No to FEDERAL DEPOSITORY LIBRARY (107) but Yes to REGIONAL (108) or SELECTIVE (109). Enter <Y>es to (107) if you have a REGIONAL (108) or SELECTIVE (109) Federal depository library.
86	Yes to REGIONAL (108) and SELECTIVE (109)	Yes to REGIONAL (108) and SELECTIVE (109). Enter Yes to only one.
	PART I.	
87	Since TOTAL STAFF (131) (d) equals MEN (FULL-TIME) (152a) + WOMEN (FULL-TIME) (153a) in column d, Total Librarians with ALA-MLS (131) (a) must equal (152a) + (153a) in column a	TOTAL STAFF (131) (d) equals MEN (FULL-TIME) (152a) + WOMEN (FULL-TIME) (153a) in column d, but Total Librarians with ALA-MLS (131) (a) does not equal (152a) + (153a) in column a.
88	Since TOTAL STAFF (131) (d) equals MEN (FULL-TIME) (152a) + WOMEN (FULL-TIME) (153a) in column d, Total Other professionals (131) (b) must equal (152a) + (153a) in column b	TOTAL STAFF (131) (d) equals MEN (FULL-TIME) (152a) + WOMEN (FULL-TIME) (153a) in column d, but Total Other professionals (131) (b) does not equal (152a) + (153a) in column b.
89	Since TOTAL STAFF (131) (d) equals MEN (FULL-TIME) (152a) + WOMEN (FULL-TIME) (153a) in column d, Total Other paid staff (131) (c) must equal (152a) + (153a) in column c.	TOTAL STAFF (131) (d) equals MEN (FULL-TIME) (152a) + WOMEN (FULL-TIME) (153a) in column d, but Total Other paid staff (131) (c) does not equal (152a) + (153a) in column c.
INTER-PART CHECKS - New edits added in FY 1996		
	PARTS J AND K	
90	OTHER STATE INCOME (169) was expended and reported in Part K (items 173 to 189) incorrectly in Other column (c) instead of State column (b)	OTHER STATE INCOME (169) was expended and reported in Part K (items 173 to 189) incorrectly in Other column (c) instead of State column (b). Expenditures of OTHER STATE INCOME (169) must be reported in State column in Part K.
91	OTHER INCOME (171) greater than 0 but TOTAL EXPENDITURES (189) in Other column (c) equal 0, or vice versa	OTHER INCOME (171) greater than 0 but TOTAL EXPENDITURES (189) in Other column (c) equal 0. Or, OTHER INCOME (171) is less than or equal to 0 but TOTAL EXPENDITURES (189) in Other column (c) is greater than 0.
92	TOTAL EXPENDITURES (189) in Other column (c) are less than 25%	TOTAL EXPENDITURES (189) in Other column (c) are less than 25% or more than 175%

No.	Error/Warning Message	Error/Warning Condition
	or more than 175% of OTHER INCOME (171)	of OTHER INCOME (171).
93	OTHER INCOME (171) was expended and reported in Part K (items 173 to 189) incorrectly in State column (b) instead of Other column (c)	OTHER INCOME (171) was expended and reported in Part K (items 173 to 189) incorrectly in State column (b) instead of Other column (c). Expenditures of OTHER INCOME (171) must be reported in Other column in Part K.
	PARTS K AND L	
94	LSTA ADMINISTRATION (192) or (197) expenditures greater than 0 but TOTAL OPERATING EXPENDITURES (178) from federal funds are less than or equal to 0	LSTA ADMINISTRATION (192) or (197) expenditures are greater than 0 but TOTAL OPERATING EXPENDITURES (178) from federal funds are less than or equal to 0.
INTRA-PART CHECKS - New edits added in FY 1997		
	PART I. STAFF	
95	Total MEN (FULL-TIME) (152a) less than total MEN (PART-TIME) (152b)	Total MEN (FULL-TIME) (152a) in column d is less than total MEN (PART-TIME) (152b) in column d.
96	Total WOMEN (FULL-TIME) (153a) less than total WOMEN (PART-TIME) (153b)	Total WOMEN (FULL-TIME) (153a) in column d is less than total WOMEN (PART-TIME) (153b) in column d.
REVISIONS TO EXISTING ERROR/WARNING MESSAGES - FY 1997 (due to FY 97 survey changes): E/Ws 1, 2, (revised items 022 and 023) E/W 28 (revised Part I - items 140a through 153b) E/Ws 29 and 30 (revised Part K - item 186) E/Ws 35, 36, 37, 38, 40 (revised Part I - items 140a through 153b) E/W 51 (revised Part O - items 229 and 230) E/W 57 and 60 (revised Part K - item 186) E/Ws 87, 88, and 89 (revised Part I - items 140a through 153b) E/W 501 (deleted Part F item) E/W 502 (deleted Part F item) E/W 505 (revised/added Part I items 148a, 149a, 152a, and 153a) E/W 506 (revised Part I edits) E/W 600 (in Part F, deleted item 093 on Films)		

No.	Error/Warning Message	Error/Warning Condition
INTRA-PART CHECKS - New edits added in FY 1998		
	PART I. STAFF	
97	ADMINISTRATION OF LSTA GRANTS (132a) greater than 10.	ADMINISTRATION OF LSTA GRANTS (132a) staff greater than 10 in column d.
	PART J. INCOME	
98	OTHER INCOME (171) greater than 10 percent of TOTAL INCOME (172)	OTHER INCOME (171) greater than 10 percent of TOTAL INCOME (172). Note: Report state income for any purpose other than STLA operation or state aid to libraries as OTHER STATE INCOME (169), not as OTHER INCOME (171). For example, interagency transfers should be reported as OTHER STATE INCOME (169), not as OTHER INCOME (171).
	PART K. EXPENDITURES	
99	OTHER EXPENDITURES (188) greater than 10 percent of TOTAL EXPENDITURES (189)	OTHER EXPENDITURES (188) in column d are greater than 10 percent of TOTAL EXPENDITURES (189) in column d.
	PART L. LSTA EXPENDITURES	
100	LSTA ADMINISTRATION (192) not equal to LSTA ADMINISTRATION (197)	LSTA ADMINISTRATION (192) expenditures, by type of expenditure, are not equal to LSTA ADMINISTRATION (197) expenditures, by use of expenditure. Note: (192) must equal (197).
101	TOTAL LSTA EXPENDITURES (193) not equal to TOTAL LSTA EXPENDITURES (198)	TOTAL LSTA EXPENDITURES (193), by type of expenditure, are not equal to TOTAL LSTA EXPENDITURES (198), by use of expenditure. Note: (193) must equal (198).
	PART N. ELECTRONIC SERVICES AND INFORMATION	
102	STLA RESPONDS TO REFERENCE QUESTIONS VIA INTERNET (218) is Yes, but TOTAL TERMINALS (217) is less than or equal to 0.	STLA RESPONDS TO REFERENCE QUESTIONS VIA INTERNET (218) is Yes, but TOTAL TERMINALS (217) is less than or equal to 0.
INTER-PART CHECKS - New edits added in FY 1998		
	PARTS E AND N	
103	GENERAL PUBLIC (216) terminals but no GENERAL PUBLIC (090) outlets	GENERAL PUBLIC (216) terminals are greater than 0 but GENERAL PUBLIC (090) outlets in column d is less than or equal to 0.
	PARTS K AND L	

No.	Error/Warning Message	Error/Warning Condition
104	Sum of TOTAL OPERATING EXPENDITURES (178) + CAPITAL OUTLAY (187) + OTHER EXPENDITURES (188) in column a is less than sum of STATEWIDE SERVICES (190) + LSTA ADMINISTRATION (192)	Sum of TOTAL OPERATING EXPENDITURES (178) + CAPITAL OUTLAY (187) + OTHER EXPENDITURES (188) in column a is less than sum of STATEWIDE SERVICES (190) + LSTA ADMINISTRATION (192). Note: All expenditures for statewide services (190) and LSTA administration (192) in Part L should also be reported in Part K, but DO NOT report them as financial assistance to libraries (items 179 to 186).
105	TOTAL FINANCIAL ASSISTANCE (186) in column a is less than GRANTS (191)	TOTAL FINANCIAL ASSISTANCE (186) in column a is less than GRANTS (191). Note: All expenditures for grants to libraries (191) in Part L should also be reported under financial assistance to libraries (items 179 to 186) in Part K.
GENERAL CHECKS		
501	Item is blank	Error/warning message is generated for all character (alphanumeric) fields that are left blank, EXCEPT for the following items which have specific edits:
	PART B. GOVERNANCE	
		Items (024) to (039)
	PART C. ALLIED OPERATIONS, etc.	
		SPECIFY (045)
502	Have item but not specified, or vice versa	Error/warning message is generated for the following conditions:
	PART B. GOVERNANCE	
		OTHER AGENCY (038) is marked (X) but SPECIFY (039) is blank, or vv.
	PART C. ALLIED OPERATIONS, ETC.	
		Yes to OTHER ALLIED OPERATION (044) but SPECIFY (045) is blank, or vv.
	PART J. INCOME	
		OTHER FEDERAL INCOME (155) is greater than 0 but SPECIFY PROGRAMS AND TITLES (156) is blank, or vv.

No.	Error/Warning Message	Error/Warning Condition
	PART N. ELECTRONIC SERVICES AND INFORMATION	
		Yes to OTHER TYPE OF ELECTRONIC ACCESS (225) but SPECIFY (226) is blank. Or, No to OTHER TYPE OF ELECTRONIC ACCESS (225) but SPECIFY (226) is not blank.
503	Item is invalid (-2)	Error/warning message is generated if a numeric field contains a -2.
504	Item has invalid digits.	Error/warning message is generated if the following items contain invalid digits:
	PART A. IDENTIFICATION	
		ZIP CODE (005)
		ZIP CODE (010a)
		ZIP + 4 (006)
		ZIP + 4 (010b)
		VOICE (014)
		VOICE (019)
		FAX (015)
		FAX (020)
		FISCAL YEAR STARTING DATE (022)
		FISCAL YEAR ENDING DATE (023)
505	Total for this item is -1 or 0.	Error/warning message is generated if the total for the following items is -1 or 0:
	PART E. PUBLIC SERVICE HOURS, OUTLETS, AND USER GROUPS	
		BLIND & PHYSICALLY HANDICAPPED INDIVID (086) in column d
		STATE GOVERNMENT EMPLOYEES (089) in column d
		GENERAL PUBLIC (090) in column d
	PART I. STAFF	
		ADMINISTRATION (119) in column d
		PUBLIC LIBRARY (120) in column d
		TOTAL LIBRARY DEVELOPMENT (125) in column d
		PUBLIC SERVICES (126) in column d

No.	Error/Warning Message	Error/Warning Condition
		TECHNICAL SERVICES (127) in column d
		TOTAL LIBRARY SERVICES (129) in column d
		TOTAL (131) in column d
		ADMINISTRATION OF LSTA GRANTS (132a) in column d
		BLIND & PHYSICALLY HANDICAPPED SERVICES (134) in column d
		CHILDREN'S/YOUNG ADULT SERVICES (135) in column d
		MEN (FULL-TIME) (148a) in column d
		WOMEN (FULL-TIME) (149a) in column d
		MEN (FULL-TIME) (152a) in column d
		WOMEN (FULL-TIME) (153a) in column d
		MEN (FULL-TIME) (152a) in column a
		WOMEN (FULL-TIME) (153a) in column a
		MEN (FULL-TIME) (152a) in column b
		WOMEN (FULL-TIME) (153a) in column b
		MEN (FULL-TIME) (152a) in column c
		WOMEN (FULL-TIME) (153a) in column c
	PART J. INCOME	
		Item (154)
		Item (157)
		Item (170)
		Item (172)
	PART K. EXPENDITURES	
		Item (173) in column d
		Item (174) in column d
		Item (175) in column d
		Item (176) in column d
		Item (178) in column d
		Item (179) in column d

No.	Error/Warning Message	Error/Warning Condition
		Item (186) in column d
		Item (189) in column d
	PART L. LSTA EXPENDITURES	
		Item (193) Item (198)
	PART N. ELECTRONIC SERVICES AND INFORMATION	
		Item (217)
506	Sum of item is not equal to its parts	Error/warning message is generated if the sum of an item is not equal to its parts, for the following items. Note: The software program ignores negative values (e.g., -1's) and generates the message based only on the positive values reported.
	PART E. PUBLIC SERVICE HOURS, OUTLETS, AND USER GROUPS	
		Item (085) not equal to its parts (082) to (084).
		Item (086) in column d not equal to its parts in columns a to c. Also, items (087) to (090) in column d not equal to their parts in columns a to c.
	PART I. STAFF	
		Question 15:
		Item (119) in column d not equal to its parts in columns a to c. Also, items (120) to (131) in column d not equal to their parts in columns a to c.
		Item (125) in column a not equal to (120) to (124) in column a. Also, item (125) not equal to (120) to (124) in columns b, c, and d.
		Item (129) in column a not equal to (126) to (128) in column a. Also, item (129) not equal to (126) to (128) in columns b, c, and d.
		Item (131) in column a not equal to (119) + (125) + (129) + (130). Also, item (131) not equal to (119) + (125) + (129) + (130) in columns b, c, and d.
		Question 16:

No.	Error/Warning Message	Error/Warning Condition
		Item (132a) in column d not equal to its parts in columns a to c. Also, items (132b) to (139) in column d not equal to their parts in columns a to c.
		Question 17: Item (140a) in column d not equal to its parts in columns a to c. Also, items (140b) to (153b) in column d not equal to their parts in columns a to c.
		Item (152a) not equal to (140a) + (142a) + (144a) + (146a) + (148a) + (150a) in each of columns a to d.
		Item (152b) not equal to (140b) + (142b) + (144b) + (146b) + (148b) + (150b) in each of columns a to d.
		Item (153a) not equal to (141a) + (143a) + (145a) + (147a) + (149a) + (151a) in each of columns a to d.
		Item (153b) not equal to (141b) + (143b) + (145b) + (147b) + (149b) + (151b) in each of columns a to d.
	PART J. INCOME	
		Item (157) not equal to (154) + (155).
		Item (170) not equal to (167) to (169).
		Item (172) not equal to (157) + (170) + (171).
	PART K. EXPENDITURES	
		Item (173) in column d not equal to its parts in columns a to c. Also, items (174) to (189) in column d not equal to their parts in columns a to c.
		Item (175) in column d not equal to (173) + (174) in column d. Also, item (175) not equal to (173) + (174) in columns a, b, and c.
		Item (178) in column d not equal to (175) to (177) in column d. Also, item (178) not equal to

No.	Error/Warning Message	Error/Warning Condition
		(175) to (177) in columns a, b, and c.
		Item (186) in column d not equal to (179) to (185) in column d. Also, item (186) not equal to (179) to (185) in columns a, b, and c.
		Item (189) in column d not equal to (178) + (186) + (187) + (188) in column d. Also, item (189) not equal to (178) + (186) + (187) + (188) in columns a, b, and c.
	PART L. LSTA EXPENDITURES	
		Item (193) not equal to (190) + (191) + (192).
		Item (198) not equal to (194) + (195) + (196) + (197).
	PART M. ALLIED OPERATIONS EXPENDITURES	
		Item (203) not equal to (201) + (202).
		Item (205) not equal to (203) + (204).
	PART N. ELECTRONIC SERVICES AND INFORMATION	
507	Item is -1 or 0.	Error/warning message is generated if item is -1 or 0, for the following items:
	PART E. PUBLIC SERVICE HOURS, OUTLETS, AND USER GROUPS	
		TOTAL HOURS/WEEK (077)
		TOTAL OUTLETS (085)
	PART F. COLLECTIONS	
		BOOK AND SERIAL VOLUMES (091)
	PART G. LIBRARY SERVICE TRANSACTIONS	
		Total CIRCULATION (110)
		Annual LIBRARY VISITS (114)

No.	Error/Warning Message	Error/Warning Condition
	PART H. LIBRARY DEVELOPMENT TRANSACTIONS	
		GRANTS MONITORED (115)
		ON-SITE MONITORING VISITS (116)
		Continuing education EVENTS (117)
		ATTENDANCE AT EVENTS (118)
	PART J. INCOME	
		Item (154)
		Item (157)
		Item (167)
	PART L. LSTA EXPENDITURES	
		Item 190
		Item 191
		Item 192
		Item 194
		Item 195
		Item 196
		Item 197
508	Total is greater than 0, but all of its parts are -1 or 0.	Error/warning message is generated if the total for an item is greater than 0, but each of its parts is equal to -1 or 0. Note: This message checks the same items checked under error/warning 506, however, the conditions which are checked are different.
509	Must enter Y or N	Error/warning message is generated for all items that require a Yes or No response when an entry other than Y or N is made, or when the items are left blank. Error/warning message is generated for all items that require an X response when an entry other than X is made.
510	Must enter X	
600	(Historical Edit Checks)	
	PART E. PUBLIC SERVICE HOURS, OUTLETS, AND USER	

No.	Error/Warning Message	Error/Warning Condition
	GROUPS	
	TOTAL HOURS/WEEK (077) not 75% to 125% of last year	TOTAL HOURS/WEEK (077) not 75% to 125% of last year
	MONDAY -FRIDAY AFTER 5:00 P.M. (078) not 85% to 115% of last year	MONDAY -FRIDAY AFTER 5:00 P.M. (078) not 85% to 115% of last year
	SATURDAY AND SUNDAY (079) not 85% to 115% of last year	SATURDAY AND SUNDAY (079) not 85% to 115% of last year
	MAIN OR CENTRAL OUTLET (082) not + or -2 of last year	MAIN OR CENTRAL OUTLET (082) not + or -2 of last year
	OTHER OUTLETS, EXCLUDING BOOKMOBILES (083) not + or -2 of last year	OTHER OUTLETS, EXCLUDING BOOKMOBILES (083) not + or -2 of last year
	BOOKMOBILES (084) not + or -2 of last year	BOOKMOBILES (084) not + or -2 of last year
	TOTAL OUTLETS (085) not + or -2 of last year	TOTAL OUTLETS (085) not + or -2 of last year
	PART F. COLLECTIONS	
	BOOK AND SERIAL VOLUMES (091) not 75% to 125% of last year	BOOK AND SERIAL VOLUMES (091) not 75% to 125% of last year
	AUDIO MATERIALS (092) not 75% to 125% of last year	AUDIO MATERIALS (092) not 75% to 125% of last year
	VIDEO MATERIALS (094) not 75% to 125% of last year	VIDEO MATERIALS (094) not 75% to 125% of last year
	SERIAL SUBSCRIPTIONS (095) not 75% to 125% of last year	SERIAL SUBSCRIPTIONS (095) not 75% to 125% of last year
	GOVERNMENT DOCUMENTS (096) not 75% to 125% of last year	GOVERNMENT DOCUMENTS (096) not 75% to 125% of last year
	PART G. LIBRARY SERVICE TRANSACTIONS	
	CIRCULATION (110) not 75% to 125% of last year	CIRCULATION (110) not 75% to 125% of last year
	PROVIDED TO OTHER LIBRARIES (111) not 75% to 125% of last year	PROVIDED TO OTHER LIBRARIES (111) not 75% to 125% of last year
	RECEIVED FROM OTHER LIBRARIES AND DOCUMENT DELIVERY SERVICES (112) not 75% to 125% of last year	RECEIVED FROM OTHER LIBRARIES AND DOCUMENT DELIVERY SERVICES (112) not 75% to 125% of last year

No.	Error/Warning Message	Error/Warning Condition
	REFERENCE TRANSACTIONS (113) not 75% to 125% of last year	REFERENCE TRANSACTIONS (113) not 75% to 125% of last year
	LIBRARY VISITS (114) not 75% to 125% of last year	LIBRARY VISITS (114) not 75% to 125% of last year
	PART I. STAFF	
	TOTAL STAFF (131) not 75% TO 125% of last year	TOTAL STAFF (131) in column d not 75% TO 125% of last year.

Appendix D

View/Data Entry Screens and Instructions

A State Library Agency (STLA) is the official agency of a State charged by the law of that State with the extension and development of public library services throughout the State, which has adequate authority under law of the State to administer State plans in accordance with the provisions of the Library Services and Technology Act (LSTA).

GENERAL INSTRUCTIONS

1. Respond to each item in this survey. Read the definitions and/or instructions for the item before responding to it.
2. Before responding to any items in a question, read the note (if any) following the question in the survey instructions.
3. All data in this survey, INCLUDING federal fiscal data, are to be reported on the basis of State fiscal year 1997-98, as specified in items 022 and 023. EXCEPTION: Data in Part B and Part I are requested as of October 1, 1998 .
4. In responding to items, include data for all outlets of the STLA, unless otherwise directed. EXCLUDE data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the STLA.
5. The survey is forwarded with -2's in numeric data cells. The respondent must replace all -2's with one of the following responses before returning the survey:
 - (a) a value greater than 0 if appropriate. If exact data do not exist, and a good estimate can be given, please do so;
 - (b) 0 (zero) if the answer is zero or none; or
 - (c) -1 if your STLA has the item but does not collect data on the item, or if you don't know the answer.

SPECIFIC INSTRUCTIONS

Part A. State Library Agency Identification

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98	VA	Pg 1
PART A - STATE LIBRARY AGENCY IDENTIFICATION			
001	STLA Name LIBRARY OF VIRGINIA		

Data Items			
002 Mailing address:			
002	Street 800 EAST BROAD STREET		
003	City RICHMOND	004 State VA	005 Zip 23219 006 Zip+4 1905

001	STLA name. Enter the full official name of the STLA.		
007	Street 800 EAST BROAD STREET		

002- Physical Location Address. Enter the address of the physical location of the STLA.

006 Include the street address, city, State, Zip Code, and Zip + 4.

007- Mailing Address. Enter the mailing address of the STLA. Include the street address

010b or post office box, city, State, Zip code, and Zip + 4.

011 Web Address. Enter the Web address of the STLA. The Web address is the Uniform Resource Locator (URL) of the World Wide Web home page of the STLA.

012- Chief Officer of STLA. Enter the name, title, telephone number, fax number, and

016 Internet address of the chief officer of the STLA. Add “.bitnet” to the end of a Bitnet address to convert it into an Internet address.

017- Survey Respondent. Enter the name, title, telephone number, fax number, and

021 Internet address of the respondent to this survey. Add “.bitnet” to the end of a Bitnet address to convert it into an Internet address.

022- Reporting Period. Enter the starting and ending dates for State fiscal year 1997-98,

023 which is the period for which data in this report are requested (except Part B and Part I data). Enter the month and day in two digits each, and the year in four digits. For example: June 30, 1998 would be entered as 06/30/1998.

Part B. Governance

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98	VA	Pg 2
PART B - GOVERNANCE			
1. What is the STLA's location in State government as of October 1, 1998?			
Enter <X> in item 024, 025, or 026 and follow instructions on screen.			
024	Judicial branch - Skip to question 2.		
025	Legislative branch - Skip to question 2.		
026	Executive branch - Enter <X> for item 027 or 034 and follow instructions.		
027	Independent agency - Specify to whom the agency reports:		

Enter <X> as appropriate to specify the STLA's location in State government as of October 1, 1998.

024- Branches of government. Enter <X> for item 024, 025 or 026 to indicate the

026 branch of government in which the STLA is located.

027- Type of agency, who the STLA reports to, and method(s) of selection of State

038 Library Agency board or commission. If the STLA is located in the executive branch, enter <X> for item 027 or 034 to indicate if the STLA is an independent agency or part of a larger agency. Also enter <X> in appropriate boxes under one of these items.

039 Specify. If the STLA is part of a larger agency that is not listed in items 035-037, type the name of the agency in this field.

Part C. Allied Operations, State Resource or Reference/Information Service Center, and State Center for the Book

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98	VA	Pg 3
PART C - ALLIED OPERATIONS, STATE RESOURCE OR REFERENCE/INFORMATION SERVICE CENTER, AND STATE CENTER FOR THE BOOK			
2. Are any of the following allied operations combined with the STLA?			
Enter <Y>es or <N>o for each item. Do not report library for the Blind and Physically Handicapped, a State Center for the Book, or a contract with another library or other entity to provide a service on behalf of the STLA as an allied operation.			
040	Y	State archives	
041	N	Primary State legislative research organization	
042	N	State history museum/art gallery	
043	Y	State records management service	

2. Enter <Y>es or <N>o for each item to indicate whether the STLA is combined with any of the allied operations listed below. Do not report a Library for the Blind and Physically Handicapped, a State Center for the Book, or a contract with another library or other entity to provide a service on behalf of the STLA as an allied operation.

Note: An allied operation is an office, bureau, division, center, or other organization and/or service within an STLA with staff, mission, and resources to provide service not primarily considered a state library agency function. It is characterized by having:

040 State archives. This operation is responsible for preserving and servicing noncurrent official records of State organizations and institutions that are of continuing value (1) to the legal and administrative functioning of State government, (2) for the verification and protection of the rights of individuals, and (3) for historical and other research. It usually includes records of antecedent colonial and territorial governments. Materials are stored, arranged, and described so that needed records can be found readily.

041 Primary State legislative research organization. This operation conducts research and gathers, digests, and analyzes information in a close and confidential relationship with members of the State legislature and their staff.

Note: As an allied service, the organization is distinguished from specialized reference service which a state library agency may provide to government and other users by responding to legislative questions from legislators, personnel, and displays cultural artifacts and/or works of art related to the State's political, social, economic, and cultural history.

042 State history museum/art gallery. This operation collects, preserves, and displays cultural artifacts and/or works of art related to the State's political, social, economic, and cultural history, providing information service, furnishing bibliographic and research results, and instructing and guiding users in conducting their research. At the federal

043 State records management service. This operation manages the life cycle of the State's own records and records of local government from creation to disposition. Disposition includes the preservation of certain records as well as the disposal of nonessential records.

044 Other allied operation. If any other operations are allied with the STLA, enter either a <Y>es or <N>o.

045 Specify. If any other operations are allied with the STLA, enter the name of the operation in this item.

3. Enter <Y>es or <N>o to indicate whether the STLA contracts with a local public library or academic library to serve as a State resource center or State reference/information service center.

046 State resource center or State reference/information service center.

4. Enter <Y>es or <N>o to indicate whether the STLA is the host institution for, or provides any funding to, a State Center for the Book.
- 047 State Center for the Book.** The State Center for the Book is part of the Center for the Book program sponsored by the Library of Congress, which promotes books, reading, literacy, and is hosted or funded by the State.

Part D. Services to Libraries and Systems (Screen 1 of 3)

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98	VA	Pg 4
PART D - SERVICES TO LIBRARIES AND SYSTEMS			
5. Which of the following services are provided directly or by contract by the STLA to libraries or systems? Enter <Y>es or <N>o for each service for each type of library and system.			

Services to			
Library and Systems			
Public Academic School Special Systems			

(a) ---- (b) ---- (c) ---- (d) ---- (e) --			

Indicate which of the specified services are provided directly or by contract by the STLA to different types of libraries or systems. Enter <Y>es or <N>o for each service and for each type of library and systems.

Type of Library

Academic Library. A library forming an integral part of a college, university, or other academic institution for postsecondary education, organized and administered to meet the needs of students, faculty, and affiliated staff of the institution.

Public Library. A library that serves all residents of a given community, district, or region, and (typically) receives its financial support, in whole or part, from public funds.

School Library Media Center. A library that is an integral part of the educational program of an elementary or secondary school with materials and services that meet the curricular, information, and recreational needs of students, teachers, and administrators.

Special Library. A library in a business firm, professional association, government agency, or other organized group; a library that is maintained by a parent organization to serve a specialized clientele; or an independent library that may provide materials or services, or both, to the public, a segment of the public, or to other libraries. Scope of collections and services are limited to the subject interests of the host or parent institution. Includes libraries in State institutions.

Systems. A system is a group of autonomous libraries joined together by formal or informal agreements to perform various services cooperatively such as resource sharing, communications, etc. Includes multitype library systems and public library systems. Excludes multiple outlets under the same administration.

Services to Libraries and Systems

048 Accreditation of libraries. The STLA may endorse or approve officially libraries which meet criteria specified by the State.

049 Administration of LSTA grants. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which grant recipients are determined, announcing grant recipients and disbursing funds, monitoring and receiving reports from grant recipients, submitting plans and reports to the Office of Library Services within the Institute of Museum and Library Services, and other activities involved in the management of financial assistance provided by the federal government to libraries under the Library Services and Technology Act.

- 050 Administration of State aid.** Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which grant recipients are determined, announcing grant recipients and disbursing funds, monitoring and receiving reports from grant recipients, and other activities involved in the management of financial assistance provided by the State to libraries.
- 051 Certification of librarians.** The STLA may credential library staff with the rank or title of librarian by attesting officially to their qualifications. These qualifications may include a master's degree from a graduate program accredited by the American Library Association, another level or type of educational attainment, confirmation of participation in continuing education activities, and/or residency in the State for a specified period.
- 052 Collection of library statistics.** Every STLA collects statistics on public libraries and participates in the Federal-State Cooperative System (FSCS) for Public Library Data. Many STLA's collect statistics on institutional and other special libraries. Some STLA's assist in the collection of academic library statistics for the Integrated Postsecondary Education Data System (IPEDS). A few STLA's collect statistics on school library media centers. These data collections usually involve the design and administration of survey instruments as well as data entry and processing and report design and dissemination.
- 053 Consulting services.** Individual or small-group contacts to help libraries to attain goals and objectives and to deal with specific needs and problems. Consultants provide guidance on problems of concern to local personnel, assistance in identifying problems not clearly recognized, and identification of opportunities for increased or improved performance to specific groups.

Part D. Services to Libraries and Systems (Screen 2 of 3)

1.4 VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98 VA Pg 5	
PART D - SERVICES TO LIBRARIES AND SYSTEMS--continued	
	Type of library
	(a) Public (b) Academic (c) School (d) Special (e) Systems
054 Continuing education programs	N
055 Cooperative purchasing of library materials	N

5. (Continued) Indicate which of the specified services are provided directly or by contract by the STLA to different types of libraries or systems. Enter <Y>es or <N>o for each service, and for each type of library and systems.

- 054 Continuing education programs.** Includes staff development events for library personnel at all levels as well as training events for trustees and other State and local government officials who have authority over or responsibility for libraries.
- 055 Cooperative purchasing of library materials.** Two or more independent libraries of any type engaging in joint activities related to purchasing materials, together with the maintenance of the necessary records of these additions. Also included are joint activities related to the identification and verification of titles, fund accounting, processing payments, and claims.
- 056 Interlibrary loan referral services.** Activities involving bibliographic service centers or utilities, regional systems (federations or cooperatives), consortia, and resource centers, such as identifying libraries believed to own requested materials and/or transmitting interlibrary loan requests in accordance with established protocols or prevailing practices.
- 057 Library legislation preparation/review.** Minimally, addresses the governance and financing of the STLA, public library service, and library service to blind and physically handicapped persons and residents of State institutions. It usually permits the types of public library structures, such as municipal, countywide, regional, federated, cooperative, and contractual agreements. It may also provide mandates for STLA functions, other types of libraries (e.g., academic, school), and multitype cooperation.

- 058 Library planning/evaluation/research.** Activities involved in designing and assessing library programs and services and studying issues facing libraries. Examples: the PLA planning and role-setting process for public libraries, the TELL IT! evaluation process.
- 059 Literacy program support.** Organized efforts to assist individuals with limited language and mathematical skills in developing skills in reading, writing, and computation that enable them to function in society without assistance from others.
- 060 OCLC Group Access Capability (GAC).** Use of the Online Computer Library Center (OCLC) system, originally the Ohio College Library Center, by a group of libraries for resource sharing and interlibrary lending (ILL). Group Access Capability (GAC) related activities may include coordinating group profiling, establishing group policies, coordinating ILL protocols within the group, and referring requests outside of a GAC group.
- 061 Preservation/conservation services.** Specific measures undertaken for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, materials conversion (to microform for example), deacidification, and lamination.

Part D. Services to Libraries and Systems (Screen 3 of 3)

1.4 VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98 VA Pg 6	
PART D - SERVICES TO LIBRARIES AND SYSTEMS--continued	

5. (Continued) Indicate which of the specified services are provided directly or by contract by the STLA to different types of libraries or systems. Enter <Y>es or <N>o for each service, and for each type of library and systems.	
	Type of library Public Academic School Special Systems
062 Reference referral services	Y Y N Y N
063 Retro conversion of bibliog records	Y Y Y Y N

- 062 Reference referral services.** Provision of information about or from groups or organizations. A reference referral transaction involves the provision of information about a group or organization and its activities, services or agencies, and calendar. Such a transaction typically requires the determination of the user's need and the appropriate group or organization to meet the need. Such a transaction may require directing the user to persons or organizations external to the library for an answer to a question.
- 063 Retrospective conversion of bibliographic records.** Retrospective conversion involves changing bibliographic records from one format, usually cards, to machine-readable form in order to produce or make additions to an automated catalog.
- 064 State standards/guidelines.** The STLA may promulgate standards or guidelines that define adequacy, equity, and/or excellence in library service. Standards or guidelines may be quantitative, qualitative, or both. Maintaining standards or following guidelines may be a requirement for receiving State aid and/or LSCA grants.
- 065 Statewide public relations/library promotion campaigns.** A concerted public relations program usually organized around a particular theme or issue, with specific objectives, and using a variety of techniques in concert (e.g., press releases, events, publications, exhibits).
- 066 Summer reading program support.** A particular kind of Statewide public relations and library promotion campaign designed to encourage reading by children between school years. The usual purpose of such programs is to maintain or improve the reading skills of children between school years.
- 067 Union list development.** A union list is a list of titles of works, usually periodicals, in physically separate library collections. Location data indicate libraries in which a given item may be found.
- 068 Universal Service Program (review and approval of technology plans).** The state library agency reviews and approves technology plans for libraries or library systems applying for universal service discounts (also known as E-rate discounts) under the Universal Service Program, established by the Federal Communications Commission (FCC) under the Telecommunications Act of 1996.
- 069-076** (Note: These items are reserved for future use.)

Part E. Public Service Hours, Outlets, and User Groups
(Screen 1 of 2)

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98	VA	Pg 7
PART E - PUBLIC SERVICE HOURS, OUTLETS, AND USER GROUPS			
6. Enter the total hours open in a typical week for all STLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees, by the following categories:			
077	Total hours/week	53	
078	Monday through Friday		
079	Saturday and Sunday		
7. On what basis are STLA outlets that serve the general public open to them?			

6. Enter in the spaces provided the total hours open in a typical week for all STLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees, by the specified categories.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 8. Report public service hours for all STLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/

- 077 Total hours/week.** Sum of hours open during a typical week for all outlets (main or central, bookmobiles, and other outlets).
- 078 Monday-Friday after 5:00 p.m.** Sum of hours open after 5:00 p.m. Monday through Friday during a typical week for all outlets (main or central, bookmobiles, and other outlets).
- 079 Saturday and Sunday.** Sum of hours open on Saturday and Sunday during a typical week for all outlets (main or central, bookmobiles, and other outlets).
- 7.** Enter <Y>es or <N>o for each item to indicate whether STLA outlets open to the general public are open on a walk-in basis, a referral basis, or both.
- 080 Walk-in.** Enter <Y>es or <N>o. STLA outlets that are open to the general public on a walk-in basis (i.e., without the need for a referral).
- 081 Referral.** Enter <Y>es or <N>o. STLA outlets that are open to the general public on a referral basis (i.e., not always accessible on a walk-in basis).
- 8.** Enter in the spaces provided the total number of STLA outlets, by type of outlet. Report all STLA outlets regardless of whom they serve.
- 082 Main or central outlet.** A single unit library or the unit where the principal collections are located and handled.

***Note:** An STLA administrative center which is separate from the principal collections and is not open to users should not be included as an outlet.*

- 083 Other outlets (excluding bookmobiles).** Units that have all of the following: (1) separate quarters; (2) a permanent basic collection of books and/or other materials; (3) a permanent paid staff; and (4) a regular schedule of hours open to users.
-

- 084 Bookmobiles.** Trucks or vans specially equipped to carry books and other library materials. They serve as traveling branch libraries. Count vehicles in use, rather than the number of stops each vehicle makes.
- 085 Total outlets.** Sum of items 082-084.

Part E. Public Service Hours, Outlets, and User Groups (Screen 2 of 2)

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98	VA	Pg 8
PART E - PUBLIC SERVICE HOURS, OUTLETS, AND USER GROUPS--continued			
9. Enter the number of STLA outlets that serve the following user groups, in whole or in part, by type of outlet.			
		Type of outlet	
		Main or	Other
		outlets,	

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 8.

086 Blind and physically handicapped individuals. Outlets serving this user group may contain talking books on discs and tapes and books in Braille made available from the National Library Service for the Blind and Physically Handicapped, Library of Congress. In addition, such outlets may contain large print books for the visually handicapped and captioned films for the deaf. These outlets provide such library materials and library services to blind or physically handicapped residents who have been certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations.

087 Residents of State correctional institutions. Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to residents of prisons, reformatories, and other correctional institutions operated or substantially supported by the State.

088 Residents of other State institutions. Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to patients or residents of residential training schools, hospitals, nursing homes, and other general or special institutions operated or substantially supported by the State.

- 089 State government employees (executive, legislative, or judicial).** Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to employees of all branches of State government.
- 090 General public.** Report all STLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Outlets serving this user group function as the State-level equivalent of a local public library, providing books, other library materials, and electronic access to locally mounted and remote information resources for all State residents.

Part F. Collections (Screen 1 of 2)

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98	VA	Pg 9
PART F - COLLECTIONS			
10. Enter the total number of volumes or physical units in the following selected formats in all STLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or state government employees.			
Selected formats		Number	
091 Book and serial volumes (exclude microforms)		-2	

10. Enter in the spaces provided the total number of volumes or physical units in the specified formats in all STLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 8. Report collections for all STLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center.

091 Book and serial volumes (exclude microforms). Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages; or juvenile non-periodical publications of any length bound in hard or soft covers. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.) memoirs, proceedings, and transactions of societies. Except for the current volume, count unbounded serials as volumes when the library has at least half of the issues in a publisher's volume.

- 092 Audio materials.** These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings.
- 093** (Note: This item is reserved for future use.)
- 094 Video materials.** These are materials on which pictures, sound, or both are recorded. Electronic playback reproduces pictures, sounds, or both using a television receiver or monitor.
- 095 Serial subscriptions (titles, not individual issues) (exclude microforms).** These include subscriptions received, both purchased and gifts. This count does not include the number of individual issues, but rather each serial title. Report the total number of titles subscribed to, including duplicates. Do not report individual issues.
- 096 Government documents (include only government documents not accessible through the library catalog and not reported elsewhere).** For government documents not accessible through the library catalog and not reported on other lines, report the number of volumes or physical units of such materials in all formats. A government document is a publication in any format bearing a government imprint. Includes publications of federal, State, local, and foreign governments and intergovernmental organizations to which governments belong and appoint representatives (e.g., United Nations, Organization of American States).

Part F. Collections (Screen 2 of 2)

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98	VA	Pg 10
PART F - COLLECTIONS--continued			
11. Does the STLA maintain a general collection? Enter <Y>es or <N>o.			
017 Y	Enter <Y>es or <N>o for this item to indicate whether the STLA maintains a general collection (fiction and/or nonfiction).		
12. Is the STLA designated as a library for government documents? Enter <Y>es or <N>o for each item.			
106 Y	State depository library		
107 Y	Federal depository library - Specify <Y>es or <N>o for each item:		

097 General collection.

098-

105 (Note: These items are reserved for future use.)

12. Enter <Y>es or <N>o for each item (106-109) to indicate whether the STLA is designated as a federal or State depository library for government documents, and whether it is a regional or selective depository.

Note: A government document is a publication in any format bearing a government imprint. Includes publications of federal, State, local, and foreign

106 State depository library. A library officially designated as a depository of publications bearing the imprint of the State government. These libraries receive publications issued by the executive, judicial, and legislative branches at no charge in exchange for providing free public access. Enter <Y>es or <N>o to items 108 and 109 to indicate if the STLA is a regional or selective depository.

107 Federal depository library. A library officially designated as a depository of publications bearing the imprint of the federal government. These libraries receive publications issued by the executive, judicial, and legislative branches at no charge in exchange for providing free public access. Enter <Y>es or <N>o to items 108 and 109 to indicate if the STLA is a regional or selective depository.

108 Regional. Regional depositories receive one copy of all materials distributed by the federal government.

109 Selective. Selective depositories receive only those materials they select.

Part G. Library Service Transactions

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98	VA	Pg 11
PART G - LIBRARY SERVICE TRANSACTIONS			
13. Enter ANNUAL totals for the following types of service transactions			
in all STLA outlets (main or central, bookmobiles, and other outlets)			
that serve the general public and/or state government employees.			

110 Circulation (Exclude items checked out to another library)			

-2-			

13. Enter in the spaces provided ANNUAL totals for the specified types of service transactions for all STLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 8. Report library service transactions for all STLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State Resource center.

110 Circulation (Exclude items checked out to another library). These are transactions that involve lending an item to the general public and/or state government employees from the State Library collection or borrowed from another library for use generally, although not always, outside the library. This activity includes charging materials manually or electronically. Also report each renewal as a circulation transaction. Exclude items checked out to another library.

Interlibrary Loan/Document Delivery

- 111 Provided to other libraries.** These are library materials, or copies of materials, loaned from the STLA collection to another library upon request. Do not include loans or copies of materials from one STLA outlet to another STLA outlet.
- 112 Received from other libraries and document delivery services.** These are library materials, or copies of materials, borrowed by the STLA from another library or obtained by the STLA from a commercial document delivery service. Do not include loans or copies of materials from one STLA outlet to another STLA outlet.
- 113 Reference transactions.** A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation or instruction in the use of one or more information sources by a member of the STLA staff. The term includes information and referral service. Information sources include printed and nonprinted materials, machine- readable data bases (including computer-assisted instruction), catalogs and other records of holdings, and, through communication or referral, other libraries, and institutions and persons both inside and outside the library. When a staff member utilizes information gained from previous use of information sources to answer a question, report as a reference transaction even if the source is not consulted again during the transaction. If necessary, multiply a typical week by 52. Exclude directional transactions. (See definition of typical week in question 6.)
- 114 Library visits.** This is the total number of persons per year entering STLA outlets, including persons attending activities, meetings, and those persons requiring no staff services. If necessary, multiply a typical week by 52. A “typical week” is defined in the instructions to question 6.

Part H. Library Development Transactions

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98		VA	Pg 12						
PART H - LIBRARY DEVELOPMENT TRANSACTIONS										
14. Enter ANNUAL totals for the following types of library development transactions of the STLA.										
<table border="1"> <thead> <tr> <th>Library development transactions</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>LSTA and State grants:</td> <td></td> </tr> <tr> <td>115 Grants monitored</td> <td>-2</td> </tr> </tbody> </table>					Library development transactions	Number	LSTA and State grants:		115 Grants monitored	-2
Library development transactions	Number									
LSTA and State grants:										
115 Grants monitored	-2									

LSTA and State Grants

- 115 Grants monitored.** Report the total annual number of LSTA and State grants monitored by the STLA. Count all grants monitored during the reporting period, regardless of their duration or the year in which they were awarded.
- 116 On-site monitoring visits.** Report the total annual number of visits made to monitor LSTA and State grant sites. Count site visits for all grants administered during the reporting period, regardless of their duration or the year in which they were awarded.

Continuing Education Programs

- 117 Number of events.** Report the total annual number of continuing education events for which the STLA either (1) provides presenters or (2) provides funding and planning input. Do not count events for which the STLA is only a nominal sponsor or for which it provides funding but no planning input.
- 118 Total attendance at events.** Report the total annual attendance at continuing education events reported in item 117.

Part I. Staff (Screen 1 of 7)

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98			VA	Pg 13
PART I - STAFF					
15. Enter total STLA staff in FTE's (to 2 decimal places) by position and service on the payroll as of October 1, 1998. Include unfilled but budgeted positions.					
15.	Enter in the spaces provided the total number of STLA staff in FTE's (full-time equivalents) to two decimal places, by type of position and service. Report all staff on the payroll as of October 1, 1998, and unfilled but budgeted positions.				
119 Admin					

Note: Forty hours per week is the measure of full-time employment for this survey. FTE's (full-time equivalents) of employees in any category may be computed by taking the number of hours worked per week by all employees in that category and dividing it by 40. Report staff based on the STLA

(a) Librarians with ALA-MLS. Librarians with master's degrees from programs of library and information studies accredited by the American Library Association. A given position (e.g., State Data Coordinator) may be part

- (b) Other professionals.** These are professionals other than ALA-MLS librarians employed by the STLA, such as archivists, accountants, business managers, public relations, and human resources staff.
- (c) Other paid staff.** This includes all other employees paid from the STLA budget, including plant operations, security, and maintenance staff.
- (d) Total staff.** Sum of columns (a), (b), and (c) for each item.

Type of Service

- 119 Administration.** Usually includes the chief officer of the STLA and his or her immediate staff. May include officers responsible for the STLA's fiscal affairs; public relations; and planning, evaluation, and research.

Library Development

***Note:** Usually includes staff responsible for the development of public library services. May include staff responsible for administering State and LSTA grant programs, providing consulting and continuing education services, and*

promoting resource sharing and other forms of interlibrary cooperation. (See instructions to question 5 for definitions of types of libraries.)

- 120 Public library.** Staff who provide consulting, continuing education, and other services to public libraries.
- 121 School library media center.** Staff who provide consulting, continuing education, and other services to school library media centers.
- 122 Academic library.** Staff who provide consulting, continuing education, and other services to academic libraries.
- 123 Special library.** Staff who provide consulting, continuing education, and other services to special libraries.
- 124 Other library development.** Includes library development staff not reported in items 120-123.
- 125 Total library development.** Sum of items 120-124.

Part I. Staff (Screen 2 of 7)

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98		VA	Pg 14
PART I - STAFF--continued				
	Librarians	Other	Other	STAFF
Type of service	ALA-MLS	Public	Special	STAFF
Library services	ALA-MLS	Public	Special	STAFF
126	Public			

15. (Continued) Enter in the spaces provided the total number of STLA staff in FTE's (full-time equivalents) to two decimal places, by type of position and service. Report all staff on the payroll as of October 1, 1998, and unfilled but budgeted positions.

Library Services

Note: Staff responsible for providing library service from the STLA. Includes public, technical, and other library services.

126 Public services. Includes circulation; reference/adult and children's/young adult services; government publications; and interlibrary loan.

Circulation staff are those involved in lending items from the STLA collection for use generally (although not always) outside the library. Their activities include charging, renewals, books-by-mail, and delivering items directly to the user.

Reference/adult and children's/young adult services staff are those who use, recommend, interpret, or instruct library users in the use of one or more information sources, or provide knowledge of such sources from a member of the STLA staff.

Government publications staff are those responsible for materials published in any format by a government agency (e.g., publications of the federal, State, local, and foreign governments and of intergovernmental organizations to which governments belong and appoint representatives, such as the United Nations and the Organization of American States).

Interlibrary loan staff are those responsible for transactions in which library material, or a copy of the material (including materials sent by telefacsimile or other form of electronic transmission) is made available by one library to another upon request. It includes both lending and borrowing. The libraries involved in interlibrary loan are not under the same administration. Interlibrary loan also includes transactions for materials obtained through the interlibrary loan process that are supplied from non-library sources, such as commercial document delivery services.

- 127 Technical services.** Includes those activities related to the acquisition, organization, and preparation of materials. Included in this category are acquisition services, cataloging services, serials control, binding services, and computer services in support of these functions.
- 128 Other library services.** Includes library services staff not reported in items 126-127.
- 129 Total library services.** Sum of items 126-128.
- 130 Other services.** Includes staff not reported in items 119-129, such as staff in allied operations.
- 131 Total staff.** Sum of items 119, 125, 129, and 130.

Part I. Staff (Screen 3 of 7)

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98	VA	Pg 15
PART I - STAFF--continued			
16. Enter the number of STLA staff in FTE'S (to 2 decimal places), by position and selected staff specialty, on the payroll as of October 1, 1998. Include unfilled but budgeted positions.			

16.	Library type	with	profes
	paid	TOTAL	
Selected staff specialty	aid	aid	aid
-----	(a)-----	(b)-----	(c)-----
			(d)---

16. Enter in the spaces provided the number of STLA staff in FTE's (full-time equivalents) to two decimal places, by type of position and selected staff specialty. Report specified staff on the payroll as of October 1, 1998, and unfilled but budgeted positions.

Note: See definitions of types of positions and FTE's in instructions to

question 15. If an employee serves in more than one specialty, allocate the

132a Administration of LSTA grants. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which recipients of LSTA funds are determined, announcing recipients and disbursing funds, monitoring and receiving reports from recipients, submitting plans and reports to the Office of Library Services within the Institute of Museum and Library Services, and other activities involved in the management of financial assistance provided by the federal government to libraries under the Library Services and Technology Act.

132b Administration of State aid. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which recipients of State funds are determined, announcing recipients and disbursing funds, monitoring and receiving reports from recipients, and other activities involved in the management of funds provided by the State to libraries.

133 Automation/electronic network development/telecommunications. Includes any activities described in Part N. Also includes consulting, continuing education, and other services that facilitate library automation and network participation. Includes telecommunications planning and development. Includes consulting services related to

the review and approval of technology plans for the Universal Service Program (also called the E-rate discount program).

- 134 Blind and physically handicapped services.** Library services to individuals who have been certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations.

Part I. Staff (Screen 4 of 7)

1.4 VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98 VA Pg 16	
PART I - STAFF--continued	
Selected staff specialty	Librarians Other staff
ALA-MLS	Other staff
Positions	Positions
STAFF	STAFF
135 Children's/young adult services	

- 16.** (Continued) Enter in the spaces provided the number of STLA staff in FTE's (full-time equivalents) to two decimal places, by type of position and selected staff specialty. Report specified staff on the payroll as of October 1, 1998, and unfilled but budgeted positions.

Note: See definitions of types of positions and FTE's in instructions to question 15. If an employee serves in more than one specialty, allocate the FTE among appropriate categories.

- 135 Children's/young adult services.** Includes consulting, continuing education, and other services to public libraries that facilitate the establishment and improvement of services to children (i.e., persons age 14 and under) and young adults (as defined by the STLA).

- 136 Institutional library services.** Includes providing books, other library materials, and access to other information resources as well as other library services to residents of prisons, reformatories, and other correctional institutions; patients or residents of residential training schools, hospitals, nursing homes; and other general or special institutions operated or substantially supported by the State.

- 137 Library statistics.** Includes the design and administration of data collection instruments as well as data entry, data processing, and publication and dissemination of library data. Include the State Data Coordinator for the Federal-State Cooperative System (FSCS) for Public Library Data, the library representative for the Integrated Postsecondary Education Data System (IPEDS) (if employed by the STLA), and others employed by the STLA who are involved in such efforts (e.g., public library consultant, data entry operator).
- 138 Literacy program support.** Includes consulting, continuing education, and other services to organized efforts to assist individuals with limited language and mathematical skills in developing skills in reading, writing, and computation that enable them to function in society without assistance from others. Include ESL (English As a Second Language) services.
- 139 Marketing/communications.** Includes activities planning and coordinating the implementation of a statewide communications program about programs and services of libraries; publications development; liaison to citizen groups and library partners in enhancing knowledge of library services and encouraging involvement of the public in determining the effectiveness of library services; and public information.

Part I. Staff (Screen 5 of 7)

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98	VA	Pg 17								
PART I - STAFF--continued											
17. Enter total STLA staff by position, race/ethnicity, gender, and full-time/part-time status on the payroll as of October 1, 1998. Exclude unfilled but budgeted positions.											
<table border="1"> <thead> <tr> <th>Race/ethnicity, gender, and full-time status</th> <th>with professional titles</th> <th>paid</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>(a)</td> <td>(b)</td> <td>(c)</td> <td>(d)</td> </tr> </tbody> </table>				Race/ethnicity, gender, and full-time status	with professional titles	paid	TOTAL	(a)	(b)	(c)	(d)
Race/ethnicity, gender, and full-time status	with professional titles	paid	TOTAL								
(a)	(b)	(c)	(d)								

17. Enter in the spaces provided the total number of STLA staff by type of position, race/ethnicity, gender, and full-time/part-time status. Report all staff on the payroll as of October 1, 1998. Exclude unfilled but budgeted positions.

Note: See definitions of types of positions in instructions to question 15. For the purpose of this survey, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. The categories do not denote scientific definitions or anthropological origins. A person may be counted in only one racial/ethnic

- 142a- Asian or Pacific Islander.** This is a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- 143b**

Part I. Staff (Screen 6 of 7)

1.4		VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98		VA	Pg 18
PART I - STAFF--continued					

17. Race/ethnicity, gender, and full-time/part-time status		Librarians	Other	Other	Other
		staff	staff	staff	staff
		STLA-MLS	signals	staff	STAFF
-----		-----			
Black, Non-Hispanic:					
144a	Men				
144b	Men (part-time)	-2	-2	-2	-2

(Continued). Enter in the spaces provided the total number of STLA staff by type of position, race/ethnicity, gender, and full-time/part-time status. Report all staff on the payroll as of October 1, 1998. Exclude unfilled but budgeted positions.

144a- Black Non-Hispanic. This is a person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

146a- Hispanic. This is a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Part I. Staff (Screen 7 of 7)

1.4_ VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98 VA Pg 19
PART I- STAFF--continued

Race/ethnicity, gender, and full-time/part-time status	Librarians with ALA/MLS signals	Other profes-	Other paid staff	TOTAL STAFF
White Non-Hispanic				
148a Men (full-time)	-2	-2	-2	-2
148b Men (part-time)	-2	-2	-2	-2
149a Women (full-time)	-2	-2	-2	-2
149b Women (part-time)	-2	-2	-2	-2
Race/ethnicity unknown				
150a Men (full-time)	-2	-2	-2	-2
150b Men (part-time)	-2	-2	-2	-2
151a Women (full-time)	-2	-2	-2	-2
151b Women (part-time)	-2	-2	-2	-2
TOTAL STAFF:				
152a Men (full-time)	-2	-2	-2	-2
152b Men (part-time)	-2	-2	-2	-2
153a Women (full-time)	-2	-2	-2	-2
153b Women (part-time)	-2	-2	-2	-2

152a-
153b- Total staff. Sum of staff in racial/ethnic categories, by gender and full-time/part-time status.

17. (Continued) Enter in the spaces provided the total number of STLA staff by type of position, race/ethnicity, gender, and full-time/part-time status. Report all staff on the payroll as of October 1, 1998. Exclude unfilled but budgeted positions.

148a White Non-Hispanic. This is a person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

150a Race/ethnicity unknown. This category is used only if the racial/ethnic identity of the employee cannot be determined and the STLA finds it impossible to place the employee in one of the aforementioned racial/ethnic categories.

Part J. Income (Screen 1 of 2)

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98	VA	Pg 20
PART J - INCOME			
18. Enter total STLA income, by source and type of income. Exclude carryover funds. Include income for allied operations only if it is part of STLA budget.			
18. Enter in the spaces provided total funds received as income by the STLA during the reporting period specified in items 022-023. Exclude carryover funds. Include income for allied operations only if the income is part of the STLA budget.			
154	LSTA		
155	Other Federal Income		

Federal Income**154 Library Services and Technology Act (LSTA)**

Note: The LSTA federal allotment for fiscal year 1998 is the amount available to the STLA for state program funding. The figure was provided to the National Center for Education Statistics by the Office of Library Services within the Institute of Museum and Library Services which administers the Act. The figure was pre-entered for each state and cannot be changed by the

155 Other Federal income. If the STLA received other federal income, report that income in this item.

156 Specify program(s) and title(s). If other federal income is reported in item 155, specify its source in this item.

157 Total Federal income. Sum of items 154 and 155.

158-

166 (Note: These items are reserved for future use.)

Part J. Income (Screen 2 of 2)

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98	VA	Pg 21
PART J - INCOME--continued			

State and other income		Amount	
18.	(Continued) Enter in the spaces provided total funds received as income by the STLA during the reporting period specified in items 022-023. Exclude carryover funds. Include income for allied operations only if the income is part of the STLA budget.		
167	STLA operation		
168	State aid to libraries		

State Income

- 167 STLA operation.** Report income received from the State to support operation of the STLA. Do not include income received for major capital expenditures, contributions to endowments, or income passed through to another agency, or funds unspent in the previous fiscal year.
- 168 State aid to libraries.** Report income received from the State for distribution to libraries, systems, and agencies. Includes funds derived from State taxation and appropriated by a State legislature to a State Library Agency for payment or transfer to an individual library; a group of libraries; or an agency or library, other than the STLA, that provides a Statewide service to libraries or citizens. Exclude State funds used to administer the State Library Agency; State funds used to deliver Statewide services to libraries or citizens where the service is administered directly by the STLA; State funds allocated for school library operations when the State Library Agency is under the State education agency; and federal funds.
- 169 Other State income.** Report income received from the State for any other purpose, such as interagency transfers.
- 170 Total State income.** Sum of items 167-169.

- 171 Other income.** Include (1) any other income from public sources, such as local, regional, or multijurisdictional sources; (2) income received from private sources, such as foundations, corporations, Friends groups, and individuals; and (3) STLA-generated income, such as fines and fees for services.
- 172 Total income.** Sum of items 157 + 170 + 171.

Part K. Expenditures (Screen 1 of 3)

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98	VA	Pg 22
PART K - EXPENDITURES			
19. Enter total STLA expenditures, by source and type of expenditure. Include all LSTA expenditures. Include expenditures for allied operations only if the STLA budget includes them.			
19. Enter in the spaces provided total STLA expenditures, by source of funds and type of expenditure. Include all LSTA expenditures. Include expenditures for allied operations only if the expenditures are from the STLA budget.			
Operating Expenditures	Federal	State	STLA
(a)	(b)	(c)	(d)

Operating Expenditures (items 172-178)

Note: These are the current and recurrent costs necessary to the provision of services by the STLA. Include LSTA expenditures for statewide services

(item 172) salaries and wages by the STLA. Include LSTA administrative expenditures (item 173). Exclude LSTA expenditures for grants (item 174). Expenditures for plant operation, security and maintenance staff, regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the STLA for direct, paid employee benefits, including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, worker's compensation, tuition, and housing benefits. Only that part of any employee benefits paid out of the STLA budget should be reported.

174 Employee benefits. Benefits outside of salaries and wages paid and accruing to employees, including plant operation, security and maintenance staff, regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the STLA for direct, paid employee benefits, including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, worker's compensation, tuition, and housing benefits. Only that part of any employee benefits paid out of the STLA budget should be reported.

175 Total staff expenditures. Sum of items 173-174.

- 176 Collection expenditures.** Includes all expenditures for materials purchased or leased for use by STLA users, including print materials, microforms, machine-readable materials, audiovisual materials, etc.
- 177 Other operating expenditures.** Includes all operating expenditures not reported in items 173-176.
- 178 Total operating expenditures.** Sum of items 175-177.

Part K. Expenditures (Screen 2 of 3)

1.4 VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98 VA Pg 23	
PART K - EXPENDITURES-continued	
	Amount by source
	(a) (b) (c) (d)
19. Financial assistance to libraries (item 191)	
179 Individual libraries	
180 Public library systems	

19. (Continued) Enter in the spaces provided total STLA expenditures, by source of funds and type of expenditure. Include all LSTA expenditures. Include expenditures for allied operations only if the expenditures are from the STLA budget.

Financial Assistance to Libraries and Systems (items 179-186)

Note: Include LSTA expenditures for grants (item 191). Exclude LSTA expenditures for statewide services (190) conducted directly by the STLA and

179A Individual public libraries (item 191) Financial assistance to individual public libraries for services to their population of legal service area. These are libraries that are governed exclusively by a single board or political subdivision. Municipal libraries, county libraries, consolidated multi-county libraries, and library districts are considered individual libraries if there is only one administrative entity. Exclude construction aid.

- 180 Public library systems.** Financial assistance to public library systems for services to their population of legal service area. These are headquarters of regional public library systems, federations, cooperatives, or public libraries serving in a regional capacity which includes grants to headquarters of regional public library systems. Exclude construction aid.
- 181 Other individual libraries.** Financial assistance to other individual libraries for services to their population or constituency. These are libraries other than public libraries and school library media centers. Exclude grants to public libraries and to school library media centers. Report financial assistance to school library media centers in item 185. Exclude construction aid.
- 182 Multitype library systems.** Financial assistance to multitype library systems for services to their population of legal service area. These are headquarters of regional multitype library systems, federations, and cooperatives, or libraries serving multitype libraries within a region. Multitype library systems may serve public, academic, school, and

special libraries. Exclude construction aid.

- 183 Single agency or library providing statewide service.** Financial assistance to a single entity (agency, library, library system, etc.) for services offered to all libraries in the state, or all state residents, or a significant portion of all libraries or state residents. Exclude funds administered directly by the STLA to provide such services. Exclude construction aid.
- 184 Library construction.** Do not report data for this item in items 179-183, 185, or 187. Includes construction of new buildings and acquisition, expansion, remodeling, and alteration of existing buildings, and the purchase, lease, and installation of equipment of any such buildings, or any combination of such activities (including architects' fees and the cost of acquisition of land). Equipment includes information and building technologies, video and telecommunications equipment, machinery, utilities, and built-in equipment and any necessary enclosures or structures to house them. Exclude construction aid expended on the STLA.
- 185 Other assistance.** Expenditures for other assistance to libraries not reported in items 179-184. Exclude construction aid.
- 186 Total financial assistance.** Sum of items 179-185.

Part K. Expenditures (Screen 3 of 3)

1.4		VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98		VA	Pg 24
PART K - EXPENDITURES-continued					

Amount by source					
	Federal	State	Other	TOTAL	
187	Capital Outlay	-2	-2	-2	-2
188	Other expenditures	-2	-2	-2	-2

19. (Continued) Enter in the spaces provided total STLA expenditures, by source of funds and type of expenditure. Include all STLA expenditures. Include expenditures for allied operations only if the expenditures are from the STLA budget.

187 Capital outlay. Funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment (including major computer installations), initial book stock, furnishings for new or expanded buildings, and new vehicles. Exclude replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude the amount reported for this item from all other items except (189). Include construction aid expended on the STLA. Exclude construction aid expended on other libraries and systems.

Note: State accounting practices shall determine whether a specific item is a capital expense or an operating expense, regardless of the examples in this

188 Other expenditures. These are expenditures not reported in items 173-187. Exclude construction aid.

189 Total expenditures. Sum of items 178 and 186-188.

Part L. LSTA Expenditures (Screen 1 of 2)

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98 VA	Pg 25
PART L - LSTA EXPENDITURES		
20. Enter total LSTA expenditures, by type of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.		
190	Statewide services (exclude sub-grants to single libraries or agencies providing statewide services)	-2

190 Statewide services (exclude sub-grants to single libraries or agencies providing statewide services). Funds expended by the STLA to provide services to libraries and individuals throughout the State. Include expenditures for statewide services conducted directly by the STLA. Exclude sub-grants made to single libraries or other outside agencies to provide or assist in providing such services.

Note: These expenditures should also be reported in Part K, under operating expenditures (items 173-178); capital outlay (item 187); or other expenditures (item 188). **191 Grants (include sub-grants to single libraries or agencies providing statewide assistance services) and systems (item 186)** to recipients who meet eligibility criteria specified by LSTA and the State. Such funds are usually awarded for purposes specified in successful grant proposals. Such grants may be awarded competitively or on a formula basis. Include sub-grants made to single libraries or other outside agencies to provide or assist in providing statewide services.

Note: These expenditures should also be reported in Part K, under LSTA administration and systems (item 179) as appropriate. **DO NOT report them as STLA operating expenditures (items 173-178); capital outlay (item 187); or other expenditures (item 188).**

193 Total LSTA expenditures. Sum of items 190-192.

Part L. LSTA Expenditures (Screen 2 of 2)

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98 VA	Pg 26
PART L - LSTA EXPENDITURES--continued		
21. Enter total LSTA expenditures, by use of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.		
194	Electronic networking/electronic access	-2

Note: LSTA administration expenditures in item 197 must equal LSTA administration expenditures in item 192. And total LSTA expenditures in item 193 must equal the sum of items 190-192. **194 Electronic networking/electronic access.** Report LSTA expenditures (including expenditures for statewide services and grants) for establishing electronic linkages among or between libraries; electronically linking libraries with educational, social, or information services; assisting libraries in accessing information through electronic networks; encouraging libraries in different areas, and encouraging different types of

libraries, to establish consortia and share resources; and paying costs for libraries to acquire or share computer systems and telecommunications technologies.

- 195 Services to persons having difficulty using a library.** Report LSTA expenditures (including expenditures for statewide services and grants) for library and information services to persons having difficulty using a library.

- 196 Services to children in poverty.** Report LSTA expenditures (including expenditures for statewide services and grants) for library and information services to children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2) applicable to a family of the size involved).
- 197 LSTA administration (must equal amount reported in 192).** Report expenditures of LSTA funds for administrative costs in connection with programs and services carried out under this Act.

Note: *LSTA administration expenditures in item 197 must equal LSTA administration expenditures in item 192.*

- 198 Total LSTA expenditures (must equal amount reported in 193).** Sum of items 194-197.

Note: *Total LSTA expenditures in item 198 must equal total LSTA expenditures in item 193.*

199-

- 200** (Note: These items are reserved for future use.)
-

Part M. Allied Operations Expenditures

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98	VA	Pg 27
PART M - ALLIED OPERATIONS EXPENDITURES			
22. Enter total expenditures from the STLA budget for the allied operations listed in Part C. These expenditures should also be reported in Part K.			
			Amount
Operating expenditures			
201	Total staff expenditures		-2

22. Enter in the spaces provided total expenditures from the STLA budget for the allied operations listed in Part C. These expenditures should also be reported in Part K.

Operating Expenditures

- 201 Total staff expenditures.** Report STLA expenditures for salaries and wages and employee benefits for allied operations listed in Part C. Also see instructions for items 173-174 for guidance.
- 202 Other operating expenditures.** Report all operating expenditures for allied operations, if these expenditures are from the STLA budget, that are not reported in item 201.
- 203 Total operating expenditures.** Sum of items 201-202.
- 204 Capital outlay.** Report STLA expenditures for this item for the allied operations listed in Part C. See the description of capital outlay in the instructions for item 187.
- 205 Total expenditures.** Sum of items 203-204.

Part N. Electronic Services and Information (Screen 1 of 3)

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98 VA Pg 28
PART N - ELECTRONIC SERVICES AND INFORMATION	
23. Does the STLA support any of the following electronic networking functions at the state level? Enter <Y>es or <N>o for each item.	
23.	Y Electronic network operation
207	Y Electronic network operation
Database development - Specify:	
208	Y Bibliographic databases
209	Y Full text or data files

Enter <Y>es or <N>o for each item to indicate whether the STLA supports the specified electronic networking functions at the State level.

Note: A State-level electronic information network involves the wide-area use of telecommunications to link libraries via micro-computers or terminals to

formal electronic network planning or monitoring of line publications, statewide plans, catalogs, and other library applications, locally mounted on-line data bases network development. (bibliographic, full text, or data); bibliographic utilities; and other information

207 Electronic network operation. Includes acquiring, maintaining, or replacing substantial technological equipment necessary to provide access to information in electronic and other formats made possible by new information and communication technologies. May include hosting or sharing a mainframe, minicomputer, or file server, or facilitating reciprocal borrowing agreements and document delivery systems necessary to fully exploit such a network. Such a network may or may not be connected to the Internet.

Data Base Development

Note: Activities may include creation of new data bases or conversion of existing data bases into electronic format. Includes bibliographic data bases as

208 as Bibliographic data bases. Includes machine-readable catalog records, other electronic indexes, and other data bases which contain only references to or condensed surrogates for original materials.

209 Full text or data files. Full text files are files in which the information consists of the content of one or more complete intellectual products initially expressed primarily through the written word. Data files report the content of one or more complete intellectual products expressed primarily with numbers.

24. Enter <Y>es or <N>o for each item to indicate whether the STLA supports library access to the Internet in the specified ways.

Note: The Internet is the global network of networks that, via a standardized addressing system and a common primary command structure, enables

providing information consultation or participation. It includes all services that facilitate Internet host of on-line data bases and other electronic information resources, and transfer files electronically.

or assistance to individuals and small groups.

- 211 Subsidy for participation.** Includes any grants of State, federal, and/or other STLA funds to libraries or related organizations that facilitate (1) establishing Internet accounts for library-related individuals or organizations; (2) acquiring computer hardware, software, or peripherals necessary for Internet access; and (3) training or consulting with actual and potential Internet users.
- 212 Providing equipment.** Includes computer hardware, software, and peripherals necessary for Internet access. Critical types of equipment, beyond basic hardware and operating system software, include modems and telecommunications software.
- 213 Providing access to directories, data bases, or on-line catalogs via the Internet.** Includes bibliographic files, locator files, and/or full text data bases produced or licensed by the state library agency and available via the Internet. *Note: This item focuses on content available via the Internet.*
- 214 Managing a gopher/Web site, file servers, bulletin boards, or listservs.** Includes the development and maintenance of Internet menu systems, operation of equipment that provides Internet access to multiple files, or posting of electronic messages via the Internet. *Note: This item focuses on the structure through which content is available via the Internet.*

Part N. Electronic Services and Information (Screen 2 of 3)

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98	VA	Pg 29
PART N - ELECTRONIC SERVICES AND INFORMATION-continued			
25. Enter the number of Internet terminals (computers, dumb terminals, etc.) in all STLA outlets that serve the general public, by the following categories.			
Type of access		Number of terminals	
-----		-----	
215 STLA staff only		-2	

Note: Report data for all STLA outlets (main or central outlet, bookmobiles, and other outlets (excluding bookmobiles)) that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for: (a) a local public or academic library serving as a State resource center or State reference/ information service center under contract with the STLA; (b)

- 215 STLA staff only.** Report all electronic devices (computers, dumb terminals, etc.) that are used for Internet access by the STLA staff only, in all STLA outlets that serve the general public.
- 216 General public.** Report all electronic devices (computers, dumb terminals, etc.) that are used for Internet access by the general public. Include terminals that are used by both the STLA staff and the public. Exclude terminals that are for STLA staff use only.
- 217 Total terminals.** Sum of items 215 and 216.
- 26.** Enter <Y>es or <N>o to indicate whether the STLA receives and responds to reference questions through the Internet.
- 218 Reference questions.** Include reference questions received through the Internet, including e-mail and Web-based reference forms.
- 27.** Enter <Y>es or <N>o to indicate whether the STLA, either on its own or in partnership with other agencies in the state, provides or facilitates access for other libraries in the state to on-line databases through subscription, lease, license, consortial membership, or agreement.
- 219 On-line databases.** On-line databases include indexing and abstracting, encyclopedias, dictionaries, statistical compilations, etc.

Part N. Electronic Services and Information (Screen 3 of 3)

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98	VA	Pg 30
PART N - ELECTRONIC SERVICES AND INFORMATION-continued			
28. Does the STLA facilitate or subsidize electronic access to the holdings of other libraries in the state in any of the following ways? Enter <Y>es or <N>o to indicate whether the STLA facilitates or subsidizes electronic access to the holdings of other libraries in the state, by the specified categories.			
220	CD-ROM union catalog		
221	OCLC participation (GAC, retrospective conversion)		
222	Telnet gateway		
223	Web-based union catalog (statewide, multistate, regional)		

220 CD-ROM union catalog. A CD-ROM union catalog lists the holdings of participating libraries on one or more compact discs. The electronic indexes and bibliographic records can be accessed only by libraries with compatible hardware (computer, CD-ROM drives) and proprietary software.

221 OCLC participation (GAC, retrospective conversion). Use of the Online Computer Library Center (OCLC, Inc.) system by a group of libraries for resource sharing and interlibrary lending (ILL). Group Access Capability (GAC) related activities may include coordinating group profiling, establishing group policies, coordinating ILL protocols within the group, and referring requests outside of a GAC group. Retrospective conversion of bibliographic records involves changing bibliographic records from one format, usually cards, to machine-readable form in order to produce or make additions to an automated catalog.

222 Telnet gateway. A Telnet gateway allows users to log onto the on-line catalogs of other libraries via the Internet. Telnet access is available in text format only.

223 Web-based union catalog (statewide, multistate, regional). A Web-based union catalog makes the aggregated electronic holdings of libraries in a region, a multitype system, or a state available via the World Wide Web. Holdings and indexes for a Web-based union catalog are mounted on a server that is connected to the Internet. Access to the bibliographic information in a Web-based union catalog is available to any user with an Internet connection and a standard Web browser.

224 Z39.50 gateway (regional, multitype). A Z39.50 gateway uses the ANSI/NISO Z39.50 information retrieval protocol to create an Internet-based library information and resource sharing network which enables libraries to make their on-line public access catalogs available and enables users to access on-line catalogs with a standard Web browser.

225 Other type of electronic access. If the STLA facilitates or subsidizes a type of electronic access to the holdings of other libraries in the state not covered in items 220 to 224, enter <Y> for this item.

226 Specify. If the STLA facilitates or subsidizes a type of electronic access to the holdings of other libraries in the state not covered in items 220 to 224, enter the type of electronic access in this item.

- 29.** Enter <Y>es or <N>o to indicate whether the STLA is an applicant for the Universal Service Program (also known as the E-rate discount program).
- 227 Applicant for Universal Service Program.** The Universal Service Program was established by the Federal Communications Commission (FCC) under the Telecommunications Act of 1996. To be considered an applicant, the STLA must have an FCC Form 470 and Form 471 on file with the FCC.

Part O. Public Policy Issues

1.4	VIEW/DATA ENTRY SCREEN - STLA SURVEY, FY98	VA	Pg 31
PART O - PUBLIC POLICY ISSUES			
30. Enter total grants and contracts expenditures by the STLA to assist public libraries in responding to a state education reform initiative as follows:			
228	Readiness for school		
229	Adult literacy		-2

- 228 Readiness for school.** One of the six National Education Goals is that “By the year 2000, all children in America will start school ready to learn.” Report the sum of all grants and contracts expenditures deemed by the STLA to assist public libraries in responding to this goal.
- 229 Adult literacy.** One of the six National Education Goals is that “By the year 2000, every adult American will be literate and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship.” Report the sum of all grants and contracts expenditures deemed by the STLA to assist public libraries in responding to this goal in the area of adult literacy.
- 230 Lifelong learning.** One of the six National Education Goals is that “By the year 2000, every adult American will be literate and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship.” Report the sum of all grants and contracts expenditures deemed by the STLA to assist public libraries in responding to this goal in the area of lifelong learning.

Appendix E Survey Facsimile

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 1
PART A - STATE LIBRARY AGENCY IDENTIFICATION

```

001|STLA Name _____
-----
Physical location address:
002|Street _____
003|City _____ 004|State ____ 005|Zip _____ 006|Zip+4 ____
-----
Mailing address:
007|Street _____
008|City _____ 009|State ____ 010a|Zip _____ 010b|Zip+4 ____
-----
011|Web address: http://_____
-----
Chief Officer of State Library Agency: |Survey Respondent:
012|Name _____ |017|Name _____
013|Title _____ |018|Title _____
014|Telephone _____ |019|Telephone _____
015|Fax _____ |020|Fax _____
016|Internet _____ |021|Internet _____
-----
REPORTING PERIOD. Report data for State fiscal year 1997-98 (except Parts B & I)
022|FY starting date(mmddyyyy)_____ 023|FY ending date (mmddyyyy) _____
=====

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1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 2
PART B - GOVERNANCE

```

1. What is the STLA's location in State government as of October 1, 1998?
Enter <X> in item 024, 025, or 026 and follow instructions on screen.
=====
024|_ Judicial branch - Skip to question 2.
-----
025|_ Legislative branch - Skip to question 2.
-----
026|_ Executive branch - Enter <X> for item 027 or 034 and follow instructions.
027|_ Independent agency - Specify to whom the agency reports:
028|   _ Governor - Skip to question 2.
029|   _ Board/commission - Specify selection method(s):
030|     _ Appointed by Governor
031|     _ Appointed by other official
032|     _ Ex-officio members
033|     _ Elected members
034|_ Part of larger agency - Specify:
035|   _ Department of education
036|   _ Department of cultural resources
037|   _ Department of state
038|   _ Other agency
039|   Specify _____
=====

```

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 3

PART C - ALLIED OPERATIONS, STATE RESOURCE OR

REFERENCE/INFORMATION SERVICE CENTER, AND STATE CENTER FOR THE BOOK

2. Are any of the following allied operations combined with the STLA?
Enter <Y>es or <N>o for each item. Do not report Library for the Blind and
Physically Handicapped or State Center for the Book, or a contract with
another library or other entity to provide a service on behalf of the STLA.

040| _ State archives

041| _ Primary State legislative research organization

042| _ State history museum/art gallery

043| _ State records management service

044| _ Other allied operation

045| Specify _____

3. Does the STLA contract with a local public library or academic library to
serve as a state resource center or state reference/information
service center? Enter <Y>es or <N>o.

046| _

4. Does the STLA host or provide any funding to a State Center for the Book?
Enter <Y>es or <N>o.

047| _

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 4

PART D - SERVICES TO LIBRARIES AND SYSTEMS

5. Which of the following services are provided directly or by contract by the
STLA to libraries or systems? Enter <Y>es or <N>o for each service, for
each type of library and systems.

Services to libraries and systems	Type of library					Systems
	Public	Academic	School	Special		
	(a)	(b)	(c)	(d)	(e)	
048 Accreditation of libraries	-	-	-	-	-	-
049 Administration of: LSTA grants	-	-	-	-	-	-
050 State aid	-	-	-	-	-	-
051 Certification of librarians	-	-	-	-	-	-
052 Collection of library statistics	-	-	-	-	-	-
053 Consulting services	-	-	-	-	-	-

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 5
PART D - SERVICES TO LIBRARIES AND SYSTEMS--continued

Services to libraries and systems	Type of library				
	Public	Academic	School	Special	Systems
	(a)	(b)	(c)	(d)	(e)
054 Continuing education programs	-	-	-	-	-
055 Cooperative purchasing of library materials	-	-	-	-	-
056 Interlibrary loan referral services	-	-	-	-	-
057 Library legislation prepn/review	-	-	-	-	-
058 Library planning/evaluation/research	-	-	-	-	-
059 Literacy program support	-	-	-	-	-
060 OCLC Group Access Capability (GAC)	-	-	-	-	-
061 Preservation/conservation services	-	-	-	-	-

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 6
PART D - SERVICES TO LIBRARIES AND SYSTEMS--continued

Services to libraries and systems	Type of library				
	Public	Academic	School	Special	Systems
	(a)	(b)	(c)	(d)	(e)
062 Reference referral services	-	-	-	-	-
063 Retro conversion of bibliog records	-	-	-	-	-
064 State standards/guidelines	-	-	-	-	-
065 Statewide public relations/library promotion campaigns	-	-	-	-	-
066 Summer reading program support	-	-	-	-	-
067 Union list development	-	-	-	-	-
068 Universal Service Program (review and approval of technology plans)	-	-	-	-	-

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 7
PART E - PUBLIC SERVICE HOURS, OUTLETS, AND USER GROUPS

6. Enter the total hours open in a typical week for all STLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or state government employees, by the following categories:

077| Total hours/week _____
078| Monday-Friday after 5:00 p.m. _____
079| Saturday and Sunday _____
=====

7. On what basis are STLA outlets that serve the general public open to them?
Enter <Y>es or <N>o for each item.

080| _ Walk-in
081| _ Referral
=====

8. Enter the total number of STLA outlets by type, regardless of whom they serve:

082| Main or central outlet _____ 084| Bookmobiles _____

083| Other outlets, excluding bookmobiles _____ 085| TOTAL OUTLETS _____
=====

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 8
PART E - PUBLIC SERVICE HOURS, OUTLETS, AND USER GROUPS--continued

9. Enter the number of STLA outlets that serve the following user groups, in whole or in part, by type of outlet.

User groups	Type of outlet			TOTAL OUTLETS
	Main or Central outlet	Other outlets, excluding bookmobiles	Bookmobiles	
	(a)	(b)	(c)	(d)
086 Blind/physically handicapped individuals	_____	_____	_____	_____
087 Residents of state correctional instits	_____	_____	_____	_____
088 Residents of other state institutions	_____	_____	_____	_____
089 State government employees (executive, legislative, or judicial)	_____	_____	_____	_____
090 General public	_____	_____	_____	_____

=====

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 9
PART F - COLLECTIONS

10. Enter the total number of volumes or physical units in the following selected formats in all STLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or state government employees.

Selected formats	Number
091 Book and serial volumes (exclude microforms)	_____
092 Audio materials	_____
094 Video materials	_____
095 Serial subscriptions (titles, not individual issues) (exclude microforms)	_____
096 Government documents (include only government documents not accessible through the library catalog and not reported elsewhere)	_____

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 10
PART F - COLLECTIONS--continued

11. Does the STLA maintain a general collection? Enter <Y>es or <N>o.

097|_

12. Is the STLA designated as a Federal or State depository library for government documents? Enter <Y>es or <N>o for each item.

106|_ State depository library

107|_ Federal depository library - Specify <Y>es or <N>o for each item:

108|_ Regional 109|_ Selective

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 11
PART G - LIBRARY SERVICE TRANSACTIONS

13. Enter ANNUAL totals for the following types of service transactions in all STLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or state government employees.

Service transactions	Number
110 Circulation (Exclude items checked out to another library)	_____
111 Interlibrary loan/document delivery: Provided to other libraries	_____
112 Received from other libraries and document delivery services	_____
113 Reference transactions	_____
114 Library visits	_____

STLA SURVEY SYSTEM

APPENDIX E

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 12
PART H - LIBRARY DEVELOPMENT TRANSACTIONS

14. Enter ANNUAL totals for the following types of library development transactions of the STLA.

Library development transactions		Number
=====		
LSTA and State grants:		
115 Grants monitored		_____

116 On-site monitoring visits		_____

Continuing education programs:		
117 Number of events		_____

118 Total attendance at events		_____
=====		

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 13
PART I - STAFF

15. Enter total STLA staff in FTE's (to 2 decimal places) by position and service on the payroll as of October 1, 1998. Include unfilled but budgeted positions.

Type of service	Librarians with ALA-MLS	Other profes- sionals	Other paid staff	TOTAL STAFF
=====				
	=(a)=	=(b)=	=(c)=	=(d)=
119 Administration	_____	_____	_____	_____
=====				
Library development:				
120 Public library	_____	_____	_____	_____

121 School library media center	_____	_____	_____	_____

122 Academic library	_____	_____	_____	_____

123 Special library	_____	_____	_____	_____

124 Other library development	_____	_____	_____	_____

125 TOTAL LIBRARY DEVELOPMENT	_____	_____	_____	_____
=====				

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 14
PART I - STAFF--continued

Type of service	Librarians with ALA-MLS	Other profes- sionals	Other paid staff	TOTAL STAFF
=====				
	=(a)=	=(b)=	=(c)=	=(d)=
Library services				
126 Public services	_____	_____	_____	_____

127 Technical services	_____	_____	_____	_____

128 Other library services	_____	_____	_____	_____

129 TOTAL LIBRARY SERVICES	_____	_____	_____	_____

130 Other services	_____	_____	_____	_____

131 TOTAL STAFF	_____	_____	_____	_____
=====				

STLA SURVEY SYSTEM

APPENDIX E

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 15
PART I - STAFF--continued

16. Enter the number of STLA staff in FTE'S (to 2 decimal places), by position and selected staff specialty, on the payroll as of October 1, 1998. Include unfilled but budgeted positions.

Selected staff specialty	Librarians with ALA-MLS	Other professionals	Other paid staff	TOTAL STAFF
	(a)	(b)	(c)	(d)
132a Administration of: LSTA grants	_____	_____	_____	_____
132b State aid	_____	_____	_____	_____
133 Automation/electronic network development/telecommunication	_____	_____	_____	_____
134 Blind and physically handi- capped services	_____	_____	_____	_____

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 16
PART I - STAFF--continued

Selected staff specialty	Librarians with ALA-MLS	Other professionals	Other paid staff	TOTAL STAFF
	(a)	(b)	(c)	(d)
135 Children's/young adult services	_____	_____	_____	_____
136 Institutional library services	_____	_____	_____	_____
137 Library statistics	_____	_____	_____	_____
138 Literacy program support	_____	_____	_____	_____
139 Marketing/communications	_____	_____	_____	_____

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 17
PART I - STAFF--continued

17. Enter total STLA staff by position, race/ethnicity, gender, and full-time/part-time status, on the payroll as of October 1, 1998. Exclude unfilled but budgeted positions.

Race/ethnicity, gender, and full-time/part-time status	Librarians with ALA-MLS	Other professionals	Other paid staff	TOTAL STAFF
	(a)	(b)	(c)	(d)
American Indian/Alaskan Native:				
140a Men (full-time)	_____	_____	_____	_____
140b Men (part-time)	_____	_____	_____	_____
141a Women (full-time)	_____	_____	_____	_____
141b Women (part-time)	_____	_____	_____	_____
Asian or Pacific Islander:				
142a Men (full-time)	_____	_____	_____	_____
142b Men (part-time)	_____	_____	_____	_____
143a Women (full-time)	_____	_____	_____	_____
143b Women (part-time)	_____	_____	_____	_____

STLA SURVEY SYSTEM

APPENDIX E

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY
PART I - STAFF--continued

Pg 18

Race/ethnicity, gender, and full-time/part-time status	Librarians with ALA-MLS	Other profes- sionals	Other paid staff	TOTAL STAFF
	(a)	(b)	(c)	(d)
Black, Non-Hispanic:				
144a Men (full-time)	_____	_____	_____	_____
144b Men (part-time)	_____	_____	_____	_____
145a Women (full-time)	_____	_____	_____	_____
145b Women (part-time)	_____	_____	_____	_____
Hispanic:				
146a Men (full-time)	_____	_____	_____	_____
146b Men (part-time)	_____	_____	_____	_____
147a Women (full-time)	_____	_____	_____	_____
147b Women (part-time)	_____	_____	_____	_____

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY
PART I - STAFF--continued

Pg 19

Race/ethnicity, gender, and full-time/part-time status	Librarians with ALA-MLS	Other profes- sionals	Other paid staff	TOTAL STAFF
	(a)	(b)	(c)	(d)
White, Non-Hispanic:				
148a Men (full-time)	_____	_____	_____	_____
148b Men (part-time)	_____	_____	_____	_____
149a Women (full-time)	_____	_____	_____	_____
149b Women (part-time)	_____	_____	_____	_____
Race/ethnicity unknown:				
150a Men (full-time)	_____	_____	_____	_____
150b Men (part-time)	_____	_____	_____	_____
151a Women (full-time)	_____	_____	_____	_____
151b Women (part-time)	_____	_____	_____	_____
TOTAL STAFF:				
152a Men (full-time)	_____	_____	_____	_____
152b Men (part-time)	_____	_____	_____	_____
153a Women (full-time)	_____	_____	_____	_____
153b Women (part-time)	_____	_____	_____	_____

STLA SURVEY SYSTEM

APPENDIX E

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 20
PART J - INCOME

18. Enter total STLA income, by source and type of income. Exclude carryover funds. Include income for allied operations only if it is part of STLA budget.

	Federal income	Amount
154	LSTA (Library Services and Technology Act)	
155	Other Federal income:	
156	Specify program(s) and title(s):	
157	TOTAL FEDERAL INCOME	

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 21
PART J - INCOME--continued

	State and other income	Amount
	State Income	
167	STLA operation	
168	State aid to libraries	
169	Other State income	
170	TOTAL STATE INCOME	
171	Other income	
172	TOTAL INCOME	

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 22
PART K - EXPENDITURES

19. Enter total STLA expenditures, by source and type of expenditure. Include all LSTA expenditures. Include expenditures for allied operations only if the expenditures are from the STLA budget.

	Amount by source			
Operating expenditures	Federal	State	Other	TOTAL
	====(a)=====	====(b)=====	====(c)=====	====(d)=====
173	Salaries and wages			
174	Employee benefits			
175	TOTAL STAFF EXPENDITURES			
176	Collection expenditures			
177	Other operating expenditures			
178	TOTAL OPERATING EXPENDITURES			

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 23
PART K - EXPENDITURES-continued

		Amount by source			
Financial assistance to libraries and systems		Federal	State	Other	TOTAL
		(a)	(b)	(c)	(d)
179	Individual public libraries	_____	_____	_____	_____
180	Public library systems	_____	_____	_____	_____
181	Other individual libraries	_____	_____	_____	_____
182	Multitype library systems	_____	_____	_____	_____
183	Single agency or library providing statewide service	_____	_____	_____	_____
184	Library construction	_____	_____	_____	_____
185	Other assistance	_____	_____	_____	_____
186	TOTAL FINANCIAL ASSISTANCE	_____	_____	_____	_____

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 24
PART K - EXPENDITURES-continued

		Amount by source			
Other expenditures		Federal	State	Other	TOTAL
		(a)	(b)	(c)	(d)
187	Capital outlay	_____	_____	_____	_____
188	Other expenditures	_____	_____	_____	_____
189	TOTAL EXPENDITURES	_____	_____	_____	_____

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 25
PART L - LSTA EXPENDITURES

20. Enter total LSTA expenditures, by type of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.

Type of expenditure	Amount
190 Statewide services (exclude sub-grants to single libraries or agencies providing statewide services)	_____
191 Grants (include sub-grants to single libraries or agencies providing statewide services)	_____
192 LSTA administration	_____
193 TOTAL LSTA EXPENDITURES	_____

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 26
PART L - LSTA EXPENDITURES--continued

21. Enter total LSTA expenditures, by use of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.

Use of expenditure	Amount
194 Electronic networking/electronic access	_____
195 Services to persons having difficulty using a library	_____
196 Services to children in poverty	_____
197 LSTA administration (must equal amount reported in 192)	_____
198 TOTAL LSTA expenditures (must equal amount reported in 193)	_____

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 27
PART M - ALLIED OPERATIONS EXPENDITURES

22. Enter total expenditures from the STLA budget for the allied operations listed in Part C. These expenditures should also be reported in Part K.

	Amount
Operating expenditures	
201 Total staff expenditures	_____
202 Other operating expenditures	_____
203 TOTAL OPERATING EXPENDITURES	_____
204 Capital outlay	_____
205 TOTAL EXPENDITURES	_____

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 28
PART N - ELECTRONIC SERVICES AND INFORMATION

23. Does the STLA support any of the following electronic networking functions at the state level? Enter <Y>es or <N>o for each item.

206| _ Electronic network planning or monitoring
207| _ Electronic network operation

Database development - Specify:

208| _Bibliographic databases
209| _Full text or data files

24. Does the STLA support library access to the Internet in any of the following ways? Enter <Y>es or <N>o for each item.

210| _ Training or consultation for participation
211| _ Subsidy for participation
212| _ Providing equipment
213| _ Providing access to directories, databases, or online catalogs via the Internet
214| _ Managing a gopher/Web site, file servers, bulletin boards, or listservs

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 29
PART N - ELECTRONIC SERVICES AND INFORMATION-continued

25. Enter the number of Internet terminals (computers, dumb terminals, etc.)
in all STLA outlets that serve the general public, by the following
categories:

```
=====
                                |      Number of
                                |      terminals
                                |=====
                                |
Type of access                  |
=====
215| STLA staff only            | _____
216| General public            | _____
217| TOTAL TERMINALS           | _____
=====
```

26. Does the STLA receive and respond to reference questions through the
Internet? Enter <Y>es or <N>o.

218| _

27. Does the STLA, either on its own or in partnership with other agencies in
the state, provide or facilitate access for other libraries in the state
to on-line databases through subscription, lease, license, consortial
membership, or agreement? Enter <Y>es or <N>o.

219| _

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 30
PART N - ELECTRONIC SERVICES AND INFORMATION-continued

28. Does the STLA facilitate or subsidize electronic access to the holdings
of other libraries in the state in any of the following ways? Enter <Y>es
or <N>o for each item.

```
=====
220| _ CD-ROM union catalog
221| _ OCLC participation (GAC, retrospective conversion)
222| _ Telnet gateway
223| _ Web-based union catalog (statewide, multistate, regional)
224| _ Z39.50 gateway (regional, multitype)
225| _ Other type of electronic access
226| Specify _____
=====
```

29. Is the STLA an applicant for the Universal Service (E-rate discount)
Program? Enter <Y>es or <N>o.

227| _

1.4| VIEW/DATA ENTRY SCREEN - STLA SURVEY Pg 31
PART O - PUBLIC POLICY ISSUES

30. Enter total grants and contracts expenditures by the STLA to assist public
libraries in responding to a state education reform initia- =====
tive or the National Education Goals in the following areas:| Amount

```
=====
228|Readiness for school            | _____
-----
229|Adult literacy                  | _____
-----
230|Lifelong learning              | _____
=====
```

A State Library Agency (STLA) is the official agency of a State charged by law of that State with the extension and development of public library services throughout the State, which has adequate authority under law of the State to administer State plans in accordance with the provisions of the Library Services and Technology Act (LSTA). State Library Agency is abbreviated throughout this survey as STLA.

GENERAL INSTRUCTIONS

1. Respond to each item in this survey. Read the definitions and/or instructions for the item before responding to it.
2. Before responding to any items in a question, read the note (if any) following the question in the survey instructions.
3. All data in this survey, INCLUDING federal fiscal data, are to be reported on the basis of State fiscal year 1998, as specified in items 022 and 023. EXCEPTION: Data in Part B and Part I are requested as of October 1, 1998.
4. In responding to items, include data for all outlets of the STLA, unless otherwise directed. EXCLUDE data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the STLA.
5. The survey is forwarded with -2's in numeric data cells. The respondent must replace all -2's with one of the following responses before returning the survey:
 - (a) a value greater than 0 if appropriate. If exact data do not exist, and a good estimate can be given, please do so;
 - (b) 0 (zero) if the answer is zero or none; or
 - (c) -1 if your STLA has the item but does not collect data on the item, or if you don't know the answer.

SPECIFIC INSTRUCTIONS

PART A. STATE LIBRARY AGENCY IDENTIFICATION

Item

001 STLA name. Enter the full official name of the STLA.

Physical Location Address

002- Enter the address of the physical location of the STLA. Include
006 the street address, city, State, Zip Code, and Zip + 4.

Mailing Address

007- Enter the mailing address of the STLA. Include the street address
010b or post office box, city, State, Zip code, and Zip + 4.011 Web address. Enter the Web address of the STLA. The Web address is
the Uniform Resource Locator (URL) of the World Wide Web home page of
the STLA.

Chief Officer of STLA

012- Enter the name, title, telephone number, fax number, and Internet
016 address of the chief officer of the STLA. Add ".bitnet" to the
end of a Bitnet address to convert it into an Internet address.

Survey Respondent

- 017- Enter the name, title, telephone number, fax number, and Internet
021 address of the respondent to this survey. Add ".bitnet" to the
end of a Bitnet address to convert it into an Internet address.

Reporting Period

- 022- Fiscal year starting and ending dates. Enter the starting and
023 ending dates for State fiscal year 1998, which is the period for
which data in this report are requested (except Part B and Part I
data). Enter the month and day in two digits each, and the year in
four digits. For example: June 30, 1998 would be entered as
06/30/1998.

PART B. GOVERNANCE

1. Enter <X> as appropriate to specify the STLA's location in State
government as of October 1, 1998.
- 024- Branches of government. Enter <X> for item 024, 025, or 026 to
026 indicate the branch of government in which the STLA is located.
- 027- Type of agency, who the STLA reports to, and method(s) of selection
038 of State Library Agency board or commission. If the STLA is
located in the executive branch, enter <X> for item 027 or 034 to
indicate if the STLA is an independent agency or part of a larger
agency. Also enter <X> in appropriate boxes under one of these
items.
- 039 Specify. If the STLA is part of a larger agency that is not listed in
items 035-037, enter the name of the agency in this item.

PART C. ALLIED OPERATIONS, STATE RESOURCE OR
REFERENCE/INFORMATION SERVICE CENTER, AND STATE CENTER FOR THE BOOK

2. Enter <Y>es or <N>o for each item to indicate whether the STLA is
combined with any of the allied operations listed below. Do not report
a Library for the Blind and Physically Handicapped, a State Center for
the Book, or a contract with another library or other entity to
provide a service on behalf of the STLA.

Note: An allied operation is an office, bureau, division, center, or
other organizational unit or service within an STLA with staff,
mission, and resources to provide service not ordinarily considered a
state library agency function. It is characterized by having:

- (a) a specific mission, which may be a part of the STLA's overall
mission statement;
- (b) staff assigned for that mission; that staff usually includes
professionals other than librarians (such as historians,
archivists, curators, etc.) appropriate to its mission;
- (c) a high-level manager or supervisor who reports to the STLA
chief officer or to a deputy designated by the chief officer;
- (d) financial resources clearly identified and managed for the
operation.

Note: Do not report the following as allied operations: a Library
for the Blind and Physically Handicapped, a State Center for the Book,
or a contract with another library or other entity to provide a
service on behalf of the STLA.

- 040 State archives. This operation is responsible for preserving and servicing noncurrent official records of State organizations and institutions that are of continuing value (1) to the legal and administrative functioning of State government, (2) for the verification and protection of the rights of individuals, and (3) for historical and other research. It usually includes records of antecedent colonial and territorial governments. Materials are stored, arranged, and described so that needed records can be found readily.
- 041 Primary State legislative research organization. This operation conducts research and gathers, digests, and analyzes information in a close and confidential relationship with members of the State legislature and their staff.
- Note: As an allied service, the organization is distinguished from specialized reference service which a state library agency may provide to government and other users by responding to reference questions from legislative personnel, providing information service, furnishing bibliographic and net search results, and instructing and guiding users in conducting their research. At the federal level, the parallel might be the difference between parts of the Library of Congress: (1) the Congressional Research Service, and (2) various reference services and subject divisions of the Library.
- 042 State history museum/art gallery. This operation collects, preserves, and displays cultural artifacts and/or works of art related to the State's political, social, economic, and cultural history.
- 043 State records management service. This operation manages the life cycle of the State's own records and records of local government from creation to disposition. Disposition includes the preservation of certain records as well as the disposal of nonessential records.
- 044 Other allied operation. If any other operations are allied with the STLA, enter <Y>es for this item.
- 045 Specify. If any other operations are allied with the STLA, enter the name of the operation in this item.
3. Enter <Y>es or <N>o to indicate whether the STLA contracts with a local public library or academic library to serve as a State resource center or State reference/information service center.
- 046 State resource center or State reference/information service center.
4. Enter <Y>es or <N>o to indicate whether the STLA is the host institution for, or provides any funding to, a State Center for the Book.
- 047 State Center for the Book. The State Center for the Book is part of the Center for the Book program sponsored by the Library of Congress which promotes books, reading, and literacy, and is hosted or funded by the State.

PART D. SERVICES TO LIBRARIES AND SYSTEMS

5. Indicate which of the specified services are provided directly or by contract by the STLA to different types of libraries or systems. Enter <Y>es or <N>o for each service, for each type of library and systems.

Type of Library

Academic Library. A library forming an integral part of a college, university, or other academic institution for postsecondary education, organized and administered to meet the needs of students, faculty, and affiliated staff of the institution.

Public Library. A library that serves all residents of a given community, district, or region, and (typically) receives its financial support, in whole or part, from public funds.

School Library Media Center. A library that is an integral part of the educational program of an elementary or secondary school with materials and services that meet the curricular, information, and recreational needs of students, teachers, and administrators.

Special Library. A library in a business firm, professional association, government agency, or other organized group; a library that is maintained by a parent organization to serve a specialized clientele; or an independent library that may provide materials or services, or both, to the public, a segment of the public, or to other libraries. Scope of collections and services are limited to the subject interests of the host or parent institution. Includes libraries in State institutions.

System. A system is a group of autonomous libraries joined together by formal or informal agreements to perform various services cooperatively such as resource sharing, communications, etc. Includes multitype library systems and public library systems. Excludes multiple outlets under the same administration.

Services to Libraries and Systems

- 048 Accreditation of libraries. The STLA may endorse or approve officially libraries which meet criteria specified by the State.
- 049 Administration of LSTA grants. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which grant recipients are determined, announcing grant recipients and disbursing funds, monitoring and receiving reports from grant recipients, submitting plans and reports to the Office of Library Services within the Institute of Museum and Library Services, and other activities involved in the management of financial assistance provided by the federal government to libraries under the Library Services and Technology Act.
- 050 Administration of State aid. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which grant recipients are determined, announcing grant recipients and disbursing funds, monitoring and receiving reports from grant recipients, and other activities involved in the management of financial assistance provided by the State to libraries.
- 051 Certification of librarians. The STLA may credential library staff with the rank or title of librarian by attesting officially to their qualifications. These qualifications may include a master's degree from a graduate program accredited by the American Library Association, another level or type of educational attainment, confirmation of participation in continuing education activities, and/or residency in the State for a specified period.
- 052 Collection of library statistics. Every STLA collects statistics on public libraries and participates in the Federal-State Cooperative System (FSCS) for Public Library Data. Many STLA's collect statistics on institutional and other special libraries. Some STLA's assist in the collection of academic library statistics for the Integrated

- Postsecondary Education Data System (IPEDS). A few STLA's collect statistics on school library media centers. These data collections usually involve the design and administration of survey instruments as well as data entry and processing and report design and dissemination.
- 053 Consulting services. Individual or small-group contacts to help libraries to attain goals and objectives and to deal with specific needs and problems. Consultants provide guidance on problems of concern to local personnel, assistance in identifying problems not clearly recognized, and identification of opportunities for increased or improved performance to specific groups.
- 054 Continuing education programs. Includes staff development events for library personnel at all levels as well as training events for trustees and other State and local government officials who have authority over or responsibility for libraries.
- 055 Cooperative purchasing of library materials. Two or more independent libraries of any type engaging in joint activities related to purchasing materials, together with the maintenance of the necessary records of these additions. Also included are joint activities related to the identification and verification of titles, fund accounting, processing payments, and claims.
- 056 Interlibrary loan referral services. Activities involving bibliographic service centers or utilities, regional systems (federations or cooperatives), consortia, and resource centers, such as identifying libraries believed to own requested materials and/or transmitting interlibrary loan requests in accordance with established protocols or prevailing practices.
- 057 Library legislation preparation/review. Minimally, addresses the governance and financing of the STLA, public library service, and library service to blind and physically handicapped persons and residents of State institutions. It usually permits the types of public library structures, such as municipal, countywide, regional, federated, cooperative, and contractual agreements. It may also provide mandates for STLA functions, other types of libraries (e.g., academic, school), and multitype cooperation.
- 058 Library planning/evaluation/research. Activities involved in designing and assessing library programs and services and studying issues facing libraries. Examples: the PLA planning and role-setting process for public libraries, the TELL IT! evaluation process.
- 059 Literacy program support. Organized efforts to assist individuals with limited language and mathematical skills in developing skills in reading, writing, and computation that enable them to function in society without assistance from others.
- 060 OCLC Group Access Capability (GAC). Use of the Online Computer Library Center (OCLC) system, originally the Ohio College Library Center, by a group of libraries for resource sharing and interlibrary lending (ILL). Group Access Capability (GAC) related activities may include coordinating group profiling, establishing group policies, coordinating ILL protocols within the group, and referring requests outside of a GAC group.
- 061 Preservation/conservation services. Specific measures undertaken for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, materials conversion (to microform for example), deacidification, and lamination.

- 062 Reference referral services. Provision of information about or from groups or organizations. A reference referral transaction involves the provision of information about a group or organization and its activities, services or agencies, and calendar. Such a transaction typically requires the determination of the user's need and the appropriate group or organization to meet the need. Such a transaction may require directing the user to persons or organizations external to the library for an answer to a question.
- 063 Retrospective conversion of bibliographic records. Retrospective conversion involves changing bibliographic records from one format, usually cards, to machine-readable form in order to produce or make additions to an automated catalog.
- 064 State standards/guidelines. The STLA may promulgate standards or guidelines that define adequacy, equity, and/or excellence in library service. Standards or guidelines may be quantitative, qualitative, or both. Maintaining standards or following guidelines may be a requirement for receiving State aid and/or LSTA grants.
- 065 Statewide public relations/library promotion campaigns. A concerted public relations program usually organized around a particular theme or issue, with specific objectives, and using a variety of techniques in concert (e.g., press releases, events, publications, exhibits).
- 066 Summer reading program support. A particular kind of Statewide public relations and library promotion campaign designed to encourage reading by children between school years. The usual purpose of such programs is to maintain or improve the reading skills of children between school years.
- 067 Union list development. A union list is a list of titles of works, usually periodicals, in physically separate library collections. Location data indicate libraries in which a given item may be found.
- 068 Universal Service Program (review and approval of technology plans). The state library agency reviews and approves technology plans for libraries or library systems applying for universal service discounts (also known as E-rate discounts) under the Universal Service Program, established by the Federal Communications Commission (FCC) under the Telecommunications Act of 1996.
- 069-
076 (Note: These items are reserved for future use.)

PART E. PUBLIC SERVICE HOURS, OUTLETS, AND USER GROUPS

6. Enter in the spaces provided the total hours open in a typical week for all STLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees, by the specified categories.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 8.

Report public service hours for all STLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the STLA. Exclude service hours for outlets that only serve blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude service hours for outlets that only serve residents of State correctional institutions or residents of other State institutions. Do not report data for

non-STLA outlets, even though the STLA may provide funding or services to such outlets.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days from Sunday through Saturday or whenever the library is usually open.

- 077 Total hours/week. Sum of hours open during a typical week for all outlets (main or central, bookmobiles, and other outlets).
- 078 Monday-Friday after 5:00 p.m. Sum of hours open after 5:00 p.m. Monday through Friday during a typical week for all outlets (main or central, bookmobiles, and other outlets).
- 079 Saturday and Sunday. Sum of hours open on Saturday and Sunday during a typical week for all outlets (main or central, bookmobiles, and other outlets).
7. Enter <Y>es or <N>o for each item to indicate whether STLA outlets open to the general public are open on a walk-in basis, a referral basis, or both.
- 080 Walk-in. STLA outlets that are open to the general public on a walk-in basis (i.e., without the need for referral).
- 081 Referral. STLA outlets that are open to the general public on a referral basis (i.e., not always accessible on a walk-in basis).
8. Enter in the spaces provided the total number of STLA outlets, by type of outlet. Report all STLA outlets regardless of whom they serve.
- 082 Main or central outlet. A single unit library or the unit where the principal collections are located and handled. Note: An STLA administrative center which is separate from the principal collections and is not open to users should not be included as an outlet.
- 083 Other outlets (excluding bookmobiles). Units that have all of the following: (1) separate quarters; (2) a permanent basic collection of books and/or other materials; (3) a permanent paid staff; and 4) a regular schedule of hours open to users.
- 084 Bookmobiles. Trucks or vans specially equipped to carry books and other library materials. They serve as traveling branch libraries. Count vehicles in use, rather than the number of stops each vehicle makes.
- 085 Total outlets. Sum of items 082-084.
9. Enter in the spaces provided the number of STLA outlets that serve the following user groups, in whole or in part, by type of outlet and user group.
- Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 8.
- 086 Blind and physically handicapped individuals. Outlets serving this user group may contain talking books on discs and tapes and books in Braille made available from the National Library Service for the Blind and Physically Handicapped, Library of Congress. In addition, such outlets may contain large print books for the visually handicapped and

captioned films for the deaf. These outlets provide such library materials and library services to blind or physically handicapped residents who have been certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations.

- 087 Residents of State correctional institutions. Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to residents of prisons, reformatories, and other correctional institutions operated or substantially supported by the State.
- 088 Residents of other State institutions. Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to patients or residents of residential training schools, hospitals, nursing homes, and other general or special institutions operated or substantially supported by the State.
- 089 State government employees (executive, legislative, or judicial). Outlets serving this user group provide books, other library materials, and access to other information resources as well as other library services to employees of all branches of State government.
- 090 General public. Report all STLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Outlets serving this user group function as the State-level equivalent of a local public library, providing books, other library materials, and electronic access to locally mounted and remote information resources for all State residents.

PART F. COLLECTIONS

10. Enter in the spaces provided the total number of volumes or physical units in the specified formats in all STLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 8. Report collections for all STLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the STLA. Exclude collections of braille and talking books owned by the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude collections that are specifically intended to only serve residents of State correctional institutions or residents of other State institutions.

- 091 Book and serial volumes (exclude microforms). Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages; or juvenile non-periodical publications of any length bound in hard or soft covers. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals reports, yearbooks, etc.) memoirs, proceedings, and transactions of societies. Except for the current volume, count unbounded serials as volumes when the library has at least half of the issues in a publisher's volume.
- 092 Audio materials. These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back)

- mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings.
- 093 (Note: This item is reserved for future use.)
- 094 Video materials. These are materials on which pictures, sound, or both are recorded. Electronic playback reproduces pictures, sounds, or both using a television receiver or monitor.
- 095 Serial subscriptions (titles, not individual issues) (exclude microforms). These include subscriptions received, both purchased and gifts. This count does not include the number of individual issues, but rather each serial title. Report the total number of titles subscribed to, including duplicates. Do not report individual issues.
- 096 Government documents (include only government documents not accessible through the library catalog and not reported elsewhere). For government documents not accessible through the library catalog and not reported on other lines, report the number of volumes or physical units of such materials in all formats. A government document is a publication in any format bearing a government imprint. Includes publications of federal, State, local, and foreign governments and intergovernmental organizations to which governments belong and appoint representatives (e.g., United Nations, Organization of American States).
11. Enter <Y>es or <N>o for this item to indicate whether the STLA maintains a general collection (fiction and/or nonfiction).
- 097 General collection.
- 098-
105 (These items are reserved for future use.)
12. Enter <Y>es or <N>o for each item (106-109) to indicate whether the STLA is designated as a federal or State depository library for government documents, and whether it is a regional or selective federal depository.
- Note: A government document is a publication in any format bearing a government imprint. Includes publications of federal, State, local, and foreign governments and intergovernmental organizations to which governments belong and appoint representatives (e.g., United Nations, Organization of American States).
- 106 State depository library. A library officially designated as a depository of publications bearing the imprint of the State government.
- 107 Federal depository library. A library officially designated as a depository of publications bearing the imprint of the federal government. These libraries receive publications issued by the executive, judicial, and the legislative branches at no charge in exchange for providing free public access. Enter <Y>es or <N>o to items 108 and 109 to indicate if the STLA is a regional or selective depository.
- 108 Regional. Regional depositories receive one copy of all materials distributed by the federal government.
- 109 Selective. Selective depositories receive only those materials they select.

PART G. LIBRARY SERVICE TRANSACTIONS

13. Enter in the spaces provided ANNUAL totals for the specified types of service transactions for all STLA outlets (main or central, bookmobiles, and other outlets) that serve the general public and/or State government employees.

Note: Main or central outlet, bookmobiles, and other outlets (excluding bookmobiles) are defined in the instructions to question 8. Report library service transactions for all STLA outlets that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for a local public or academic library serving as a State resource center or State reference/information service center under contract with the STLA. Exclude service transactions for outlets or outlet service points that only serve blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress. Also exclude service transactions for outlets that only serve residents of State correctional institutions or other State institutions.

- 110 Circulation (Exclude items checked out to another library). These are transactions that involve lending an item from the State Library collection or borrowed from another library for use generally, although not always, outside the library. This activity includes charging materials manually or electronically. Also report each renewal as a circulation transaction. Exclude items checked out to another library.

Interlibrary Loan/Document Delivery

- 111 Provided to other libraries. These are library materials, or copies of materials, loaned from the STLA collection to another library upon request. Do not include loans or copies of materials from one STLA outlet to another STLA outlet.
- 112 Received from other libraries and document delivery services. These are library materials, or copies of materials, borrowed by the STLA from another library or obtained by the STLA from a commercial document delivery service. Do not include loans or copies of materials from one STLA outlet to another STLA outlet.
- 113 Reference transactions. A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation or instruction in the use of one or more information sources by a member of the STLA staff. The term includes information and referral service. Information sources include printed and non-printed materials, machine-readable databases (including computer-assisted instruction), catalogs and other records of holdings, and, through communication or referral, other libraries, and institutions and persons both inside and outside the library. When a staff member utilizes information gained from previous use of information sources to answer a question, report as a reference transaction even if the source is not consulted again during the transaction. If necessary, multiply a typical week by 52. Exclude directional transactions. (See definition of typical week in question 6.)
- 114 Library visits. This is the total number of persons per year entering STLA outlets, including persons attending activities, meetings, and those persons requiring no staff services. If necessary, multiply a typical week by 52. A "typical week" is defined in the instructions to question 6.

PART H. LIBRARY DEVELOPMENT TRANSACTIONS

14. Enter in the spaces provided ANNUAL totals for the specified types of library development transactions of the STLA.

LSTA and State Grants

- 115 Grants monitored. Report the total annual number of LSTA and State grants monitored by the STLA. Count all grants monitored during the reporting period, regardless of their duration or the year in which they were awarded.
- 116 On-site monitoring visits. Report the total annual number of visits made to monitor LSTA and State grant sites. Count site visits for all grants administered during the reporting period, regardless of their duration or the year in which they were awarded.

Continuing Education Programs

- 117 Number of events. Report the total annual number of continuing education events for which the STLA either (1) provides presenters or (2) provides funding and planning input. Do not count events for which the STLA is only a nominal sponsor or for which it provides funding but no planning input.
- 118 Total attendance at events. Report the total annual attendance at continuing education events reported in item 117.

PART I. STAFF

15. Enter in the spaces provided the total number of STLA staff in FTE's (full-time equivalents) (to two decimal places), by type of position and service. Report all staff on the payroll as of October 1, 1998, and unfilled but budgeted positions.

Note: Forty hours per week is the measure of full-time employment for this survey. FTE's (full-time equivalents) of employees in any category may be computed by taking the number of hours worked per week by all employees in that category and dividing it by 40.

Report staff based on the STLA organization chart. A given position (e.g., State Data Coordinator) may be part of administration in one agency, library development in another, and library services in another agency. If an employee provides more than one service, allocate the FTE among appropriate categories.

Type of Position

- (a) Librarians with ALA-MLS. Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
- (b) Other professionals. These are professionals other than ALA-MLS librarians employed by the STLA, such as archivists, accountants, business managers, public relations, and human resources staff.
- (c) Other paid staff. This includes all other employees paid from the STLA budget, including plant operations, security, and

maintenance staff.

(d) Total staff. Sum of columns (a), (b), and (c) for each item.

Type of Service

- 119 Administration. Usually includes the chief officer of the STLA and his or her immediate staff. May include officers responsible for the STLA's fiscal affairs; public relations; and planning, evaluation, and research.

Library Development

Note: Usually includes staff responsible for the development of public library services. May include staff responsible for administering State and LSTA grant programs; providing consulting and continuing education services; and promoting resource sharing and other forms of interlibrary cooperation. (See instructions to question 5 for definitions of types of libraries.)

- 120 Public library. Staff who provide consulting, continuing education, and other services to public libraries.
- 121 School library media center. Staff who provide consulting, continuing education, and other services to school library media centers.
- 122 Academic library. Staff who provide consulting, continuing education, and other services to academic libraries.
- 123 Special library. Staff who provide consulting, continuing education, and other services to special libraries.
- 124 Other library development. Includes library development staff not reported in items 120-123.
- 125 Total library development. Sum of items 120-124.

Library Services

Note: Staff responsible for providing library service from the STLA. Includes public, technical, and other library services.

- 126 Public services. Includes circulation; reference/adult and children's/ young adult services; government publications; and interlibrary loan.

Circulation staff are those involved in lending items from the STLA collection for use generally (although not always) outside the library. Their activities include charging, renewals books-by-mail, and delivering items directly to the user.

Reference/adult and children's/young adult services staff are those who use, recommend, interpret, or instruct library users in the use of one or more information sources, or provide knowledge of such sources from a member of the STLA staff.

Government publications staff are those responsible for materials published in any format by a government agency (e.g., publications of the federal, State, local, and foreign governments and of inter-governmental organizations to which governments belong and appoint representatives, such as the United Nations and the Organization of American States).

Interlibrary loan staff are those responsible for transactions in which library material, or a copy of the material (including materials sent by telefacsimile or other form of electronic transmission) is made available by one library to another upon request. It includes both lending and borrowing. The libraries involved in interlibrary loan are not under the same administration.

Interlibrary loan also includes transactions for materials obtained through the interlibrary loan process that are supplied from non-library sources, such as commercial document delivery services.

- 127 Technical services. Includes those activities related to the acquisition, organization, and preparation of materials. Included in this category are acquisition services, cataloging services, serials control, binding services, and computer services in support of these functions.
- 128 Other library services. Includes library services staff not reported in items 126-127.
- 129 Total library services. Sum of items 126-128.
- 130 Other services. Includes staff not reported in items 119-129, such as staff in allied operations.
- 131 Total staff. Sum of items 119, 125, 129, and 130.

16. Enter in the spaces provided the number of STLA staff in FTE's (full-time equivalents) (to two decimal places), by type of position and selected staff specialty. Report specified staff on the payroll as of October 1, 1998, and unfilled but budgeted positions.

Note: See definitions of types of positions and FTE's in instructions to question 15. If an employee serves in more than one specialty, allocate the FTE among appropriate categories.

- 132a Administration of LSTA grants. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which recipients of LSTA funds are determined, announcing recipients and disbursing funds, monitoring and receiving reports from recipients, submitting plans and reports to the Office of Library Services within the Institute of Museum and Library Services, and other activities involved in the management of financial assistance provided by the federal government to libraries under the Library Services and Technology Act.
- 132b Administration of State aid. Includes determining compliance with eligibility criteria and performance standards, overseeing processes through which recipients of State funds are determined, announcing recipients and disbursing funds, monitoring and receiving reports from recipients, and other activities involved in the management of funds provided by the State to libraries.
- 133 Automation/electronic network development/telecommunications. Includes any activities described in Part N. Also includes consulting, continuing education, and other services that facilitate library automation and network participation. Includes telecommunications planning and development. Includes consulting services related to the review and approval of technology plans for the Universal Service Program (also called the E-rate discount program).
- 134 Blind and physically handicapped services. Library services to individuals who have been certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations.
- 135 Children's/young adult services. Includes consulting, continuing education, and other services to public libraries that facilitate the establishment and improvement of services to children (i.e., persons age 14 and under) and young adults (as defined by the STLA).

- 136 Institutional library services. Includes providing books, other library materials, and access to other information resources as well as other library services to residents of prisons, reformatories, and other correctional institutions; patients or residents of residential training schools, hospitals, nursing homes; and other general or special institutions operated or substantially supported by the State.
- 137 Library statistics. Includes the design and administration of data collection instruments as well as data entry, data processing, and publication and dissemination of library data. Include the State Data Coordinator for the Federal-State Cooperative System (FSCS) for Public Library Data, the Library Representative for the Integrated Postsecondary Education Data System (IPEDS) (if employed by the STLA), and others employed by the STLA who are involved in such efforts (e.g., public library consultant, data entry operator).
- 138 Literacy program support. Includes consulting, continuing education, and other services to organized efforts to assist individuals with limited language and mathematical skills in developing skills in reading, writing, and computation that enable them to function in society without assistance from others. Include ESL (English As a Second Language) services.
- 139 Marketing/communications. Includes activities planning and coordinating the implementation of a statewide communications program about programs and services of libraries; publications development; liaison to citizen groups and library partners in enhancing knowledge of library services and encouraging involvement of the public in determining the effectiveness of library services; and public information.
17. Enter in the spaces provided the total number of STLA staff by position, race/ethnicity, gender, and full-time/part-time status, on the payroll as of October 1, 1998. Exclude unfilled but budgeted positions.
- Note: See definitions of types of positions in instructions to question 15. For the purpose of this survey, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. The categories do not denote scientific definitions or anthropological origins. A person may be counted in only one racial/ethnic group.
- 140a- American Indian or Alaskan Native. This is a person having origins
141b in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- 142a- Asian or Pacific Islander. This is a person having origins in any
143b of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- 144a- Black Non-Hispanic. This is a person having origins in any of the
145b black racial groups of Africa (except those of Hispanic origin).
- 146a- Hispanic. This is a person of Mexican, Puerto Rican, Cuban, Central
147b or South American, or other Spanish culture or origin, regardless of race.
- 148a- White Non-Hispanic. This is a person having origins in any of the
149b original peoples of Europe, North Africa, or the Middle East except those of Hispanic origin).

- 150a- Race/ethnicity unknown. This category is used only if the racial/
151b ethnic identity of the employee cannot be determined and the STLA
finds it impossible to place the employee in one of the aforementioned
racial/ethnic categories.
- 152a- Total staff. Sum of staff in racial/ethnic categories, by gender
153b and full-time/part-time status.

PART J. INCOME

18. Enter in the spaces provided total funds received as income by the
STLA during the reporting period specified in items 022-023. EXCLUDE
carryover. Include income for allied operations only if the income is
part of the STLA budget.

Federal Income

- 154 Library Services and Technology Act (LSTA)

Note: The LSTA federal allotment for fiscal year 1998 is the amount
available to the state library agency for state program funding. The
figure was provided to NCES by the Office of Library Services within
the Institute of Museum and Library Services which administers the
Act. The figure was pre-entered for each state and cannot be changed
by the respondent.

- 155 Other Federal income. If the STLA received other federal income,
report that income in this item.
- 156 Specify program(s) and title(s). If other federal income is reported
in item 155, specify its source in this item.
- 157 Total Federal income. Sum of items 154 and 155.
- 158-
166 (These items are reserved for future use.)

State Income

- 167 STLA operation. Report income received from the State to support
operation and services of the STLA. Do not include income received
for major capital expenditures, contributions to endowments, or income
passed through to another agency, or funds unspent in the previous
fiscal year.
- 168 State aid to libraries. Report income received from the State for
distribution to libraries, systems, and agencies. Includes funds
derived from State sources (exclusive of Federal funds) and
appropriated by a State legislature to a State Library Agency for
payment or transfer to an individual library; a group of libraries; or
an agency or library, other than the STLA, that provides a Statewide
service to libraries or citizens. Exclude State funds used to
administer the State Library Agency or to deliver Statewide services
to libraries or citizens where the service is administered directly by
the STLA; State funds allocated for school library operations when the
State Library Agency under the State education agency; and federal
funds.
- 169 Other State income. Report income received from the State for any
other purpose, such as interagency transfers.
- 170 Total State income. Sum of items 167-169.

171 Other income. Include (1) any other income from public sources;
(2) income received from private sources, such as foundations,
corporations, Friends groups, and individuals; and (3) STLA-generated
income, such as fines and fees for services.

172 Total income. Sum of items 157 +170 +171.

PART K. EXPENDITURES

19. Enter in the spaces provided total STLA expenditures, by source of
funds and type of expenditure. Include all LSTA expenditures. Include
expenditures for allied operations only if the expenditures are from
the STLA budget.

Operating Expenditures (items 172-178)

Note: These are the current and recurrent costs necessary to the
provision of services by the STLA. Include LSTA expenditures for
statewide services (item 190) conducted directly by the STLA. Include
LSTA expenditures for LSTA administration (item 192). Exclude LSTA
expenditures for grants (item 191).

173 Salaries and wages. Salaries and wages for all STLA staff, including
plant operation, security and maintenance staff for the reporting
year. Include salaries and wages before deductions, but exclude
employee benefits.

174 Employee benefits. Benefits outside of salaries and wages paid and
accruing to employees, including plant operation, security and
maintenance staff, regardless of whether the benefits or equivalent
cash options are available to all employees. Include amounts spent by
the STLA for direct, paid employee benefits, including Social
Security, retirement, medical insurance, life insurance, guaranteed
disability income protection, unemployment compensation, worker's
compensation, tuition, and housing benefits. Only that part of any
employee benefits paid out of the STLA budget should be reported.

175 Total staff expenditures. Sum of items 173-174.

176 Collection expenditures. Includes all expenditures for materials
purchased or leased for use by STLA users, including print materials,
microforms, machine-readable materials, audiovisual materials, etc.

177 Other operating expenditures. Includes all operating expenditures not
reported in items 173-176.

178 Total operating expenditures. Sum of items 175-177.

Financial Assistance to Libraries and Systems (items 179-186)

Note: Include LSTA expenditures for grants (item 191). Exclude LSTA
expenditures for statewide services (190) conducted directly by the
STLA and LSTA expenditures for LSTA administration (item 192).

179 Individual public libraries. Financial assistance to individual
public libraries for services to their population of legal service
area. These are libraries that are governed exclusively by a single
board or political subdivision. Municipal libraries, county
libraries, consolidated multi-county libraries, and library districts
are considered individual libraries if there is only one
administrative entity. Exclude construction aid.

180 Public library systems. Financial assistance to public library
systems for services to their population of legal service area. These
are headquarters of regional public library systems, federations,

cooperatives, or public libraries serving in a regional capacity which includes grants to headquarters of regional public library systems. Exclude construction aid.

- 181 Other individual libraries. Financial assistance to other individual libraries for services to their population or constituency. These are libraries other than public libraries and school library media centers. Exclude grants to public libraries and to school library media centers. Report financial assistance to school library media centers in item 185. Exclude construction aid.
- 182 Multitype library systems. Financial assistance to multitype library systems for services to their population of legal service area. These are headquarters of regional multitype library systems, federations, and cooperatives, or libraries serving multitype libraries within a region. Multitype library systems may serve public, academic, school, and special libraries. Exclude construction aid.
- 183 Single agency or library providing statewide service. Financial assistance to a single entity (agency, library, library system, etc.) for services offered to all libraries in the state, or all state residents, or a significant portion of all libraries or state residents. Exclude funds administered directly by the STLA to provide such services. Exclude construction aid.
- 184 Library construction. Do not report data for this item in items 179-183, 185, or 187. Includes construction of new buildings and acquisition, expansion, remodeling, and alteration of existing buildings, and the purchase, lease, and installation of equipment of any such buildings, or any combination of such activities (including architects' fees and the cost of acquisition of land). Equipment includes information and building technologies, video and telecommunications equipment, machinery, utilities, and built-in equipment and any necessary enclosures or structures to house them. Exclude construction aid expended on the STLA.
- 185 Other assistance. Expenditures for other assistance to libraries not reported in items 179-184. Exclude construction aid.
- 186 Total financial assistance to libraries and systems. Sum of items 179-185.
- 187 Capital outlay. Funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment (including major computer installations), initial book stock, furnishings for new or expanded buildings, and new vehicles. Exclude replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude the amount reported for this item from all other items except (189). Include construction aid expended on the STLA. Exclude construction aid expended on other libraries and systems.
- Note: State accounting practices shall determine whether a specific item is a capital expense or an operating expense, regardless of the examples in this definition.
- 188 Other expenditures. These are expenditures not reported in items 173-187. Exclude construction aid.
- 189 Total expenditures. Sum of items 178 and 186-188.

PART L. LSTA EXPENDITURES

20. Enter in the spaces provided total LSTA expenditures, by type of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.

190 Statewide services (exclude sub-grants to single libraries or agencies providing statewide services). Funds expended by the STLA to provide services to libraries and individuals throughout the State. Include expenditures for statewide services conducted directly by the STLA. Exclude sub-grants made to single libraries or other outside agencies to provide or assist in providing such services.

Note: These expenditures should also be reported in Part K, under operating expenditures (items 173-178); capital outlay (item 187); or other expenditures (item 188), as appropriate. DO NOT report them as financial assistance to libraries and systems (items 179-186).

191 Grants (include sub-grants to single libraries or agencies providing statewide services). Funds distributed by the STLA to recipients who meet eligibility criteria specified by LSTA and the State. Such funds are usually awarded for purposes specified in successful grant proposals. Such grants may be awarded competitively or on a formula basis. Include sub-grants made to single libraries or other outside agencies to provide or assist in providing statewide services.

Note: These expenditures should also be reported in Part K, under financial assistance to libraries and systems (items 179-186), as appropriate. DO NOT report them as STLA operating expenditures (items 173-178); capital outlay (item 187); or other expenditures (item 188).

192 LSTA administration. Expenditures of LSTA funds for administrative costs in connection with programs and services carried out under this Act.

193 Total LSTA expenditures. Sum of items 190-192.

21. Enter in the spaces provided total LSTA expenditures, by use of expenditure. Report expenditures in one and only one category. These expenditures should also be reported in Part K.

Note: LSTA administration expenditures in item 197 must equal LSTA administration expenditures in item 192. And total LSTA expenditures in item 198 must equal total LSTA expenditures in item 193.

194 Electronic networking/electronic access. Report LSTA expenditures (including expenditures for statewide services and grants) for establishing electronic linkages among or between libraries; electronically linking libraries with educational, social, or information services; assisting libraries in accessing information through electronic networks; encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources; and paying costs for libraries to acquire or share computer systems and telecommunications technologies.

195 Services to persons having difficulty using a library. Report LSTA expenditures (including expenditures for statewide services and grants) for library and information services to persons having difficulty using a library.

196 Services to children in poverty. Report LSTA expenditures (including expenditures for statewide services and grants) for library and information services to children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with

section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2)) applicable to a family of the size involved.

- 197 LSTA administration (must equal amount reported in 192). Report expenditures of LSTA funds for administrative costs in connection with programs and services carried out under this Act.

Note: LSTA administration expenditures in item 197 must equal LSTA administration expenditures in item 192.

- 198 Total LSTA expenditures (must equal amount reported in 193). Sum of items 194-197.

Note: Total LSTA expenditures in item 198 must equal total LSTA expenditures in item 193.

- 199-
200 (These items are reserved for future use.)

PART M. ALLIED OPERATIONS EXPENDITURES

22. Enter in the spaces provided total expenditures from the STLA budget for the allied operations listed in Part C. These expenditures should also be reported in Part K.

Operating Expenditures

- 201 Total staff expenditures. Report STLA expenditures for salaries and wages and employee benefits for allied operations listed in Part C. Also see instructions for items 173-174 for guidance.
- 202 Other operating expenditures. Report all operating expenditures for allied operations, if these expenditures are from the STLA budget, that are not reported in item 201.
- 203 Total operating expenditures. Sum of items 201-202.
- 204 Capital outlay. Report STLA expenditures for this item for the allied operations listed in Part C. See the description of capital outlay in the instructions for item 187.
- 205 Total expenditures. Sum of items 203-204.

PART N. ELECTRONIC SERVICES AND INFORMATION

23. Enter <Y>es or <N>o for each item to indicate whether the STLA supports the specified electronic networking functions at the State level.

Note: A State-level electronic information network involves the wide-area use of telecommunications to link libraries via micro-computers or terminals to automated library systems. The network may include online public access catalogs and other library applications; locally mounted or online databases (bibliographic, full text, or data); bibliographic utilities; and other information resources. Access to such networks may be via modem (i.e., dial access) or dedicated lines (i.e., hard-wired). Such a network may or may not be connected to the Internet.

- 206 Electronic network planning or monitoring. Includes drafting Statewide plans, requests for proposals, and contracts and monitoring contracts for network development.

- 207 Electronic network operation. Includes acquiring, maintaining, or replacing substantial technological equipment necessary to provide access to information in electronic and other formats made possible by new information and communication technologies. May include hosting or sharing a mainframe, minicomputer, or file server, or facilitating reciprocal borrowing agreements and document delivery systems necessary to fully exploit such a network. Such a network may or may not be connected to the Internet.

Database Development

Note: Activities may include creation of new databases or conversion of existing databases into electronic format. Includes bibliographic databases as well as full text or data files.

- 208 Bibliographic databases. Includes machine-readable catalog records, other electronic indexes, and other databases which contain only references to or condensed surrogates for original materials.
- 209 Full text or data files. Full text files are files in which the information consists of the content of one or more complete intellectual products initially expressed primarily through the written word. Data files report the content of one or more complete intellectual products expressed primarily with numbers.
24. Enter <Y>es or <N>o for each item to indicate whether the STLA supports library access to the Internet in the specified ways.

Note: The Internet is the global network of networks that, via a standardized addressing system and a common primary command structure, enables individuals and organizations to communicate via electronic mail, to access a host of online databases and other electronic information resources, and to transfer files electronically.

- 210 Training or consulting for participation. Includes all activities that facilitate Internet awareness and use by actual or potential Internet users whether formal, large group events or assistance to individuals and small groups.
- 211 Subsidy for participation. Includes any grants of State, federal, and/or other STLA funds to libraries or related organizations that facilitate (1) establishing Internet accounts for library-related individuals or organizations; (2) acquiring computer hardware, software, or peripherals necessary for Internet access; and (3) training or consulting with actual and potential Internet users.
- 212 Providing equipment. Includes computer hardware, software, and peripherals necessary for Internet access. Critical types of equipment, beyond basic hardware and operating system software, include modems and telecommunications software.
- 213 Providing access to directories, databases, or online catalogs via the Internet. Includes bibliographic files, locator files, and/or full text databases produced or licensed by the state library agency and available via the Internet. Note: This item focuses on content available via the Internet.
- 214 Managing a gopher/Web site, file servers, bulletin boards, or listservs. Includes the development and maintenance of Internet menu systems, operation of equipment that provides Internet access to multiple files, or posting of electronic messages via the Internet. Note: This item focuses on the structure through which content is available via the Internet.

25. Enter in the spaces provided the number of Internet terminals (computers, dumb terminals, etc.) in all STLA outlets that serve the general public, by the specified categories.

Note: Report data for all STLA outlets (main or central outlet, bookmobiles, and other outlets (excluding bookmobiles)) that serve the general public, regardless of whether they are open on a walk-in or referral basis. Exclude data for: (a) a local public or academic library serving as a State resource center or State reference/information service center under contract with the STLA; (b) outlets that only serve blind and physically handicapped individuals through the National Library Service for the Blind and Physically Handicapped, Library of Congress; (c) outlets that only serve residents of State correctional institutions or residents of other State institutions; (d) outlets that only serve state government employees; and (e) non-STLA outlets, even though the STLA may provide funding or services to such outlets.

- 215 STLA staff only. Report all electronic devices (computers, dumb terminals, etc.) that are used for Internet access by the STLA staff only, in all STLA outlets that serve the general public.
- 216 General public. Report all electronic devices (computers, dumb terminals, etc.) that are used for Internet access by the general public. Include terminals that are used by both the STLA staff and the public. Exclude terminals that are for STLA staff use only.
- 217 Total terminals. Sum of items 215 and 216.
26. Enter <Y>es or <N>o to indicate whether the STLA receives and responds to reference questions through the Internet.
- 218 Reference questions. Include reference questions received through the Internet, including e-mail and Web-based reference forms.
27. Enter <Y>es or <N>o to indicate whether the STLA, either on its own or in partnership with other agencies in the state, provides or facilitates access for other libraries in the state to on-line databases through subscription, lease, license, consortial membership, or agreement.
- 219 On-line databases. On-line databases include indexing and abstracting, encyclopedias, dictionaries, statistical compilations, etc.
28. Enter <Y>es or <N>o to indicate whether the STLA facilitates or subsidizes electronic access to the holdings of other libraries in the state, by the specified categories.
- 220 CD-ROM union catalog. A CD-ROM union catalog lists the holdings of participating libraries on one or more compact discs. The electronic indexes and bibliographic records can be accessed only by libraries with compatible hardware (computer, CD-ROM drives) and proprietary software.
- 221 OCLC participation (GAC, retrospective conversion). Use of the Online Computer Library Center (OCLC, Inc.) system by a group of libraries for resource sharing and interlibrary lending (ILL). Group Access Capability (GAC) related activities may include coordinating group profiling, establishing group policies, coordinating ILL protocols within the group, and referring requests outside of a GAC group. Retrospective conversion of bibliographic records involves changing bibliographic records from one format, usually cards, to machine-readable form in order to produce or make additions to an automated catalog.

- 222 Telnet gateway. A Telnet gateway allows users to log onto the on-line catalogs of other libraries via the Internet. Telnet access is available in text format only.
- 223 Web-based union catalog (statewide, multistate, regional). A Web-based union catalog makes the aggregated electronic holdings of libraries in a region, a multitype system, or a state available via the World Wide Web. Holdings and indexes for a Web-based union catalog are mounted on a server that is connected to the Internet. Access to the bibliographic information in a Web-based union catalog is available to any user with an Internet connection and a standard Web browser.
- 224 Z39.50 gateway (regional, multitype). A Z39.50 gateway uses the ANSI/NISO Z39.50 information retrieval protocol to create an Internet-based library information and resource sharing network which enables libraries to make their on-line public access catalogs available and enables users to access on-line catalogs with a standard Web browser.
- 225 Other type of electronic access. If the STLA facilitates or subsidizes a type of electronic access to the holdings of other libraries in the state not covered in items 220 to 224, enter <Y> for this item.
- 226 Specify. If the STLA facilitates or subsidizes a type of electronic access to the holdings of other libraries in the state not covered in items 220 to 224, enter the type of electronic access in this item.
29. Enter <Y>es or <N>o to indicate whether the STLA is an applicant for the Universal Service Program (also known as the E-rate discount program).
- 227 Applicant for Universal Service Program. The Universal Service Program was established by the Federal Communications Commission (FCC) under the Telecommunications Act of 1996. To be considered an applicant, the STLA must have an FCC Form 470 and Form 471 on file with the FCC.

PART O. PUBLIC POLICY ISSUES

30. Enter in the spaces provided the total grants and contracts expenditures by the STLA to assist public libraries in responding to a State education reform initiative or the National Education Goals in the following areas:
- 228 Readiness for school. One of the six National Education Goals is that "By the year 2000, all children in America will start school ready to learn." Report the sum of all grants and contracts expenditures deemed by the STLA to assist public libraries in responding to this goal.
- 229 Adult literacy. One of the six National Education Goals is that "By the year 2000, every adult American will be literate and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship." Report the sum of all grants and contracts expenditures deemed by the STLA to assist public libraries in responding to this goal in the area of adult literacy.
- 230 Lifelong learning. One of the six National Education Goals is that "By the year 2000, every adult American will be literate and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship." Report the sum of all grants and contracts expenditures deemed by the STLA to assist public libraries in responding to this goal in the area of lifelong learning.

